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**Peter Pan’s Admissions Policy**

**to offer the Free Early Education Entitlement to**

**Under 2s from working families / 2 - year olds from working families / Eligible 2 - year olds / 3 - 4 year olds - Universal hours / 3 - 4 year olds - Extended hours (from working families)**

Phone number: 01179355410

Email: info@peterpannursery.org.uk

Website: www.peterpannursery.com

Thank you for choosing Peter Pan Nursery as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

**Opening Days/Hours**

Our opening days/hours are Monday- Friday 8.00 am - 6.00 pm

We are open 51 weeks per year and will close between Christmas and New Year.

**Session Times**

Session times offered are:

9 months = 12 hours, 8 hours for 1st day and 4 hours on 2nd day either Am or Pm (comes into effect September 2024).

2 years = 12 hours, 8 hours for 1st day and 4 hours on 2nd day either Am or Pm (comes into effect April 2024).

3 & 4 years = 12 hours universal only, 8 hours for 1st day and 4 hours on 2nd day either Am or Pm.

3 & 4 years = Universal and extended hours 24 hours, 10 hours per day for 1st and 2nd day and then 4 hours for the 3rd day either Am or Pm.

**All about Free Hours**

We are registered with Bristol City Council to offer free hours to

* Under 2s from working families
* 2-year-olds from working families
* Eligible 2-year-olds
* 3 - 4-year-olds – universal hours
* 3 - 4-year-olds – extended hours

We offer funding on an all-year-round basis over 47.5 weeks per year which equates to 12 Universal hours per week. The extended hours are also offered at Peter Pan Nursery as 12 hours all year round over 47.5 weeks (or 570 hours for some age groups during 2024 and 2025). This equates to 24 Universal and Extended combined hours per week. There are 3 weeks per year where parents will need to pay full price fees.

These weeks will be:

* 18th – 24th of December 2024
* 18th – 29th of August 2025

These dates will change in line with the annual calendar.

**Under 2s from working families**

Expanded free hours are available to children from the term after their 9th month birthday.

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| **Under 2s Birth Month** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| 9th month ‘birthday’ | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Eligible from… | Jan | Jan | Jan | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan |

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

Between September 2024 and August 2025, only half of the child’s expanded hours are available. We will be able to offer 12 expanded free hours per week. From September 2025, this will be the full 24 expanded free hours per week.

**2 year olds from working families**

Expanded free hours are available to children from the term after their 2nd birthday.

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| **2nd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

Between September 2024 and August 2025, only half of the child’s expanded hours are available. We will be able to offer 12 expanded free hours per week. From September 2025, this will be the full 24 expanded free hours per week.

**Eligible 2 year olds**

Universal free hours are available to some 2 year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos) and be checked for eligibility before a free place can be offered.

Eligible 2 year old free hours are available to eligible children from the term after their 2nd birthday.

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| **Eligible 2 Year old 2nd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

We will be able to offer 12 universal free hours per week. Parents will **not** be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

**3 and 4 year olds – Universal hours**

Universal free hours are available to all children who are 3 or 4 (as long as they are living in England). Free hours are available to all children from the term after their 3rd birthday.

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| **3rd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

We will be able to offer 12 universal free hours per week.

**3 and 4 year olds – Extended hours (from working families)**

Extended free hours are available to children who are 3 or 4 children from the term after their 3rd birthday.

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| **3rd Birthday** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Eligible from… | Apr | Apr | Apr | Sep | Sep | Sep | Sep | Sep | Jan | Jan | Jan | Jan |

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

We will be able to offer 12 extended free hours per week.

Parents of 3- and 4-year-olds can use both universal and extended free hours in combination (i.e. 24 free hours per week).

**Eligibility Codes** (for working families)

* Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer’s responsibility to keep their child’s eligibility code valid at all times.
* Verification checks will be made on Bristol City Council’s Provider Portal, using the following data:
  1. Your 11-digit eligibility code
  2. Your National Insurance Number(s)
  3. Your child’s date of birth
  4. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Once the code is verified, you will be contacted to discuss sessions.

* Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the ‘grace period’ starts. The grace period is a short period of time where a child can still access their extended / free hours. Once the grace period has expired:
* 2-year-olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).
* 3- and 4-year-olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended free hours.

Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

**All about Admissions**

**Admissions Methods**

Peter Pan nursery operates on a very strict first come, first served basis. If you are interested in registering your child(ren) you first need to be very specific about the sessions required and the required start date. We will then check our availability and advise you if a place is available. If a place is not available you can go onto our waiting list which will include details about your requirements. You will be advised where you are on the waiting list. The order of the waiting list is maintained and places are offered to you as they become available based on your original requirement. A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. Equal Opportunities: We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

**All about Payments**

**Refundable Deposits**

We charge a refundable deposit of £100.

The deposit will be refunded from your last invoice with us.

**Registration Fees**

We charge a registration fee of £50.

This is charged for any contracted private hours and is non-refundable.

**Tax Free Childcare** (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare though the employer.

We are registered for Tax Free Childcare – Our code is 5034157144.

**Invoicing**

We invoice on a monthly basis.

All invoices will show what free hours are included and any further charges will be itemised e.g. Consumables, private hours.

To support the payment of consumables and paid childcare, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](https://urldefense.com/v3/__https:/www.gov.uk/tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d__;!!KUxdu5-bBfnh!_WdwIOizMa9mtrYKmssSRHUxlL92MZSOym3Gi7umuG8rnf-ax4XiEQWRuuX6DYSgR-uZuI13lKHf9F6f5duQnAgXb3X-g8mT3NXzMyyRJij6BlY$) giving up to 20% government support for all childcare costs.

For families claiming [Universal Credit](https://urldefense.com/v3/__https:/www.gov.uk/universal-credit/how-to-claim__;!!KUxdu5-bBfnh!_WdwIOizMa9mtrYKmssSRHUxlL92MZSOym3Gi7umuG8rnf-ax4XiEQWRuuX6DYSgR-uZuI13lKHf9F6f5duQnAgXb3X-g8mT3NXzMyyRbaPB_iU$), there is up to 85% government support for all childcare costs, and you can claim in advance!

**Payments from 3rd Parties (Colleges and Universities)**

Free hours cannot be claimed at the same time that they are paid for by a third party. I will need to receive written confirmation as soon as possible can work out which hours are **a)** paid by the college / uni, **b)** covered as free hours and **c)** paid for by you. Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**Sibling Discount**

We do not offer a sibling discount.

**Late Collections**

We charge £1 per minute for every minute a child is collected late after 5 minutes. This will be added to your invoice.

**Notice Periods**

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2-year-olds who only need to give 1 months’ notice. Please approach me directly to discuss this.

For additional hours or extra charges my notice period of 4 weeks will still apply.

**All about GDPR and Appeals**

**The General Data Protection Regulation (GDPR) Policy**

As a data controller, we must comply with the Data Protection Law. Hyperlinks to Bristol City Council’s own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

**Appeals Process**

If you have any complaints about any aspect of my delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.

Providers Signature: Miss Marla Dunk (Director) Mrs Lisa Walsh (Manager)

Date: January 2024

Review Date: September 2024