



All Sorts Early Years

Terms and Conditions

1. Registration

Admissions Policy

To apply for a place within All Sorts Early Years a registration pack must be completed in full and returned to All Sorts Early Years. Registration packs can be obtained by contacting the All Sorts Business Manager: allsorts@allsoulsschool.co.uk

Places for children will only be confirmed/offered upon the return of a fully completed registration form, emergency contact form and medical consent form. In addition to this, a £50.00 non-refundable registration fee must be paid by those parents wishing to secure a place within our Early Years setting. A Registration fee is not required when a child will attend the setting for funded hours only.

All Sorts Early Years does not hold places for children whose Registration Forms are returned well in advance of the date parents/carers wish their child to start. Instead, the Registration Form is added to our file and parents/carers are contacted during the term before they wish their child to start to discuss whether we are able to offer the required sessions. Our ability to offer these will depend on our availability at that time.

2. Booking Sessions

The minimum number of sessions that can be booked within All Sorts Early Years is 2 sessions per week per child. A session is a three-hour period either in the morning or afternoon. Lunch club is available and is of one hour duration.

All Sorts follows the All-Souls' Catholic Primary School term dates and this includes teacher training days. All Sorts is a term time only provision.

3. Early Education Funding, Tax Free Childcare, Pupil Premium and Disability Access Funding and All Sorts Delivery Models

Early Education Funding for 2-year-olds (up to 15 hours per week)

Some 2-year-olds are eligible to receive up to 15 hours per week of funded early education, up to a maximum of 570 hours per year. Eligible children can access this funding from the term (September, January or April) after their 2nd Birthday. Not all families will be eligible for 2-year funding. Parents can check eligibility and apply for a place by visiting the website below.

<https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2>

If the application is approved, you will need to

- Provide All Sorts with the code you have been given (usually starting in TYF)



- Complete a Parent and Carer Agreement so that All Sorts can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.

**Please note, once a child has been approved to receive 2-year funding, they remain eligible until their universal funding entitlement for 3- and 4-year-olds begin, even if parental circumstances change.*

Early Education Expanded Entitlement Funding for 2-year-olds (up to 15 hours per week)

Most 2-year-olds of working parents are eligible to receive up to 15 hours per week of funded early education, up to a maximum of 570 hours per year from April 2024. From April 2024 eligible children can access this funding from the term (September, January or April) after their 2nd Birthday. Not all families will be eligible for 2-year expanded entitlement funding. Parents can check eligibility and apply for a place by visiting the website below.

[Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Once an application has been approved it must be renewed every 3 months as prompted by HMRC. Parents are notified that they must re-confirm by email or text message. If a child's eligibility is not reconfirmed, they will fall into a grace period. This means that funding will continue for a short time only before expiring. A child cannot take up a place with a new childcare provider whilst they are in this grace period.

If the application is approved, you will need to

- Provide All Sorts with the code you have been given
- Complete a Parent and Carer Agreement so that All Sorts can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.
- Re-confirm your 30-hour code every 3 months as prompted by HMRC

**Please note, where a parent applies for an expanded entitlement code after 31 March, 31 August or 31 December, the code will not be valid for use until the start of the following term. E.g. Parent applies for a code between 1st January and 31st March, the code cannot be used until after 1st April. Code applied for between 1st April and 31st August, the code cannot be used until September and a code applied for between 1st September and 31st December cannot be used until after January 1st.*

Early Education Universal Funding for 3&4-year-olds (up to 15 hours per week)

All 3-year-olds are eligible to receive up to 15 hours per week of funded early education, up to a maximum of 570 hours per year. This funding can be accessed from the start of the term (September, January or April) after their 3rd Birthday.

Parents do not need to apply for a code to access this funding but will need to

- Complete a Parent and Carer Agreement so that All Sorts can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.

Early Education Extended Hours Funding for 3&4-year-olds (an additional 15 hours per week)

Some 3- & 4-year-olds are eligible to receive an additional 15 hours per week of early education funding. Only children who are eligible for the universal offer can apply. When combined with the universal offer for 3- & 4-year-olds this entitles them to access up to 1140 hours of funding per year. Not all families will be eligible for extended hours funding. Parents can check eligibility and apply for a place by visiting the website below.

<https://www.gov.uk/30-hours-free-childcare>

Once an application has been approved it must be renewed every 3 months as prompted by HMRC.

All Sorts, All Souls' Catholic Primary School, Abercorn Road, Chapelfields, Coventry, CV5 8ED

Telephone: 02476 711 973 Email: allsorts@allsoulsschool.co.uk

Jo Cooksey – All Sorts Child Care Manager, Sharon Bennett – Business Manager



Parents are notified that they must re-confirm by email or text message. If a child's eligibility is not reconfirmed, they will fall into a grace period. This means that funding will continue for a short time only before, reverting to the universal 15-hour entitlement. A child cannot take up a place with a new childcare provider whilst they are in this grace period.

If the application is approved, you will need to

- Provide All Sorts with the code you have been given
- Complete a Parent and Carer Agreement so that All Sorts can apply to the local authority for your child's funding. This form must be fully completed prior to your child starting funded hours.
- Re-confirm your 30-hour code every 3 months as prompted by HMRC

**Please note, where a parent applies for an extended hours code after 31 March, 31 August or 31 December, the code will not be valid for use until the start of the following term. E.g. Parent applies for a code between 1st January and 31st March, the code cannot be used until after 1st April. Code applied for between 1st April and 31st August, the code cannot be used until September and a code applied for between 1st September and 31st December cannot be used until after January 1st.*

Tax-Free Childcare

Working parents with children under 12 (or under 17 for disabled children), can open an online account to pay for registered childcare. For every £8 you pay in, the government will add an extra £2. Therefore, you could receive up to £2,000 **per child** - that's up to £500 every three months. If you have a child with a disability, you can receive up to £4,000 per child - that's up to £1,000 every three months.

You, and any partner who lives with you, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you have a disability or have caring responsibilities, you could still be eligible.

If either you, or your partner, expect to earn £100,000 or more, you can't get Tax-Free Childcare. You can't use Tax-Free Childcare at the same time as childcare vouchers, Universal Credit or tax credits. You **can** use Tax-free Childcare in conjunction with the 15 hours and 30 hours Early Education Funding.

Just like Extended Hours Funding, your eligibility for Tax-Free childcare must be re-confirmed every 3 months.

To find out more go to <https://www.gov.uk/apply-for-tax-free-childcare>

Early Years Pupil Premium

All early years' providers who deliver government funded early education places can claim Early Years Pupil Premium (EYPP) for the universal offer (15 hours). Children aged three and four will be eligible if the parent or carer is in receipt of one or more specifically named benefits. See the link below for more details.

<https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/6>

Where parents or carers are found to be eligible, this provides an extra £302 per year to your child's childcare provider to fund valuable support such as, extra training or resources to help raise the quality of your child's early education.

Please ensure that the EYPP section of the Parent and Carer Agreement is completed to ensure All Sorts can claim this funding if your child is eligible. Please notify the All Sorts Business Manager if your financial circumstances change.

Parents are also, sometimes unaware that if they do not complete this section of the Parent and Carer Agreement and are eligible, they may miss out on specific government funding directly into their household, such as the Household Support Voucher Scheme.



Disability Access Funding

Disability Access Funding (DAF) is additional funding that is paid directly to your child’s Early Year’s Childcare Providers (including school Nursery Classes). It aims to support children with Special Educational Needs and Disabilities (SEND), who are aged 3 or 4 and in receipt of universal hours funding. The funding aims to facilitate childcare providers to

- make reasonable adjustments to support children with SEND
- access specialist training
- purchasing specific resources to support your child
- fund additional sessions etc.

In order to be eligible, your child must be in receipt of Disability Living Allowance (DLA)

To find out more go to: <https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/10>

Funded weeks

Early education funding is paid to the provider based on a maximum number of funded hours in each term. All Sorts is a term time only setting and delivers funded weeks as follows:

	Summer 2024	Autumn 2024	Spring 2025	Annual Total
Term time weeks	12	14	12	
Maximum number of funded hours in each term				
2-year-old (15 hrs)	180	210	180	570
3 & 4 Universal Entitlement (15hrs)	180	210	180	570
Combined universal & extended hours (30 hrs)	360	420	360	1140
This table will need to be updated annually, in line with the funded weeks payment schedule. https://www.coventry.gov.uk/downloads/download/3508/early_education_funding_for_2_3_and_4_year_olds				

All Sorts is a separate provision to All Souls school, but follows the same term dates. Where the number of funded weeks is less than the number of weeks in the school term parents will be given the option for their child to finish in All Sorts, after the allocated number of funded weeks have been claimed. This may mean children finish before the official end of school term date. Parents will also be given the option to pay additionally for sessions that fall outside of their child’s funding entitlement, if they wish for their child to continue attending until the end of school term, charges for additional sessions will apply as listed in fees and charges. All Sorts will write to parents at the start of the Summer Term informing them when their child’s full allocation of funding will have been claimed giving them both of the above options. The option chosen is entirely parental choice.

The Local Authorities Headcount Dates

All funded 3- and 4-year-olds must be in attendance at All Sorts by the termly headcount date in order for the setting to claim funding from the council for your child. There are some exceptions to this rule, for example where a 3- or 4-year-old child arrives in the country after the headcount date. Children accessing two-year-old funding may take up a place a few weeks after the headcount date but before the Early Years Portal task closes. We will inform you of these dates at the time of booking, or as required. If your child leaves the All Sorts at any point after the termly headcount date and takes up a place in another setting, we will endeavor to work in partnership with your child’s



new setting to transfer funding for the remainder of the term. Should parents not inform All Sorts that their child will be moving to a new setting or fail to provide the details of this then we will be unable to transfer any funding for the remainder of the term.

How Early Education places are delivered at All Sorts (Delivery Models)

All Sorts Delivery models of early education for 2-, 3- and 4-year-olds					
	Days	Session times	Funded hours for TYF or Universal	Funded hours for Extended Hours	Paid for sessions
Early Years Room	Monday to Friday	8.15 – 3.15	8.15 – 2.15 * 6 hrs of continuous funding		2.15 – 3.15 @ £9.75 per hour
Early Years Room	Monday to Friday	8:15 – 3.15		8.15 – 2.15	2.15 – 3.15 @ £9.75 per hour
Pre-School Room	Monday to Friday	11.30 – 3.30		12.30 – 3.30	11.30 – 12.30 @ £9.75 per hour
Early Years Room	*Monday to Friday	8.15 -2.15		8.15 -2.15	zero
Early Years Room	*Monday to Friday	8.15 – 11.15 Or 12.15 – 3.15	8.15 – 11.15 Or 12.15 – 3.15		zero
Pre-School Room	*Monday to Friday	12.30 -3.30	12.30 – 3.30		zero
<i>*All Sorts will aim to offer (one) number of these places. However please be advised that they will be subject to availability.</i>					

Additional sessions and Lunch Clubs can be purchased outside of your child’s funded entitlement these will be chargeable as follows and will be shown on your monthly invoice.

4. Fees and Charges

Early Years Room	2 yr old	3yr olds +	Privately pd for hour (2.15pm -3.15pm) for funded children accessing full day care
AM 8.15am - 11.15am	£24.00	£22.00	£9.75
Lunch Club 11.15am – 12.15pm	£9.75 + £3.00 if hot dinner required		
PM 12.15pm – 3.15pm	£24.00	£22.00	



Pre-School Room	3 yr olds +
Lunch Club 11.30am – 12.30pm	£9.75 + £3.00 if hot dinner required
PM 12.30pm – 3.30pm	£22.00

Sessions, Fees, Invoicing and Payment

Funded education will be entirely free at the point of delivery which means that All Sorts will not charge parents for the hours covered by early education funding. Where children access a model which includes both funded and privately paid for hours or sessions, funded hours will never be shown as a monetary value on any invoice which is issued to you.

All Sorts fees for privately paid for hours or sessions are calculated on the number of hours or sessions booked. The fees payable by the parent/guardian are calculated by the number of privately paid for hours or sessions per month multiplied by the cost per hour or session. Additional hours or sessions purchased, over and above normal booked hours or sessions, will be charged monthly and shown on the following month's invoice.

Invoices will be itemised to ensure parents are easily able to reconcile their bill with the fees All Sorts charge.

Parents wishing to increase privately paid sessions may do so in writing, subject to availability. Parents wishing to decrease privately paid sessions must give 4 week's notice in writing to the All Sorts Business Manager allsorts@allsoulsschool.co.uk

Parents wishing to increase or decrease funded hours/sessions must give 4 week's notice in writing to the All Sorts Business Manager allsorts@allsoulsschool.co.uk Please note that funding is claimed termly, so once funding has been claimed for the term, changes are unable to be made until the following term *subject to availability.

Meals, snacks, consumables and other additional services.

Government funding is intended to pay for the care and education of young children. It does not meet the costs of meals, snacks, consumables, and other additional services.

All Sorts asks parents to provide any nappies, wipes or creams their child may need whilst in attendance.

All Sorts does not charge for snacks or drinks provided during a child's booked sessions

Children accessing full day care 8.15am – 2.15pm through Early Years Funding Entitlement, will be charged for the privately paid hour from 2.15pm – 3.15pm as shown on the Early Years Room fee table.

Lunch Club is chargeable for children who attend our provision following their session in All Souls' Nursery.

Children attending over the lunch club period will need lunch. Parents can choose to provide their



child with a healthy packed lunch or they can opt for a hot dinner provided by AIP Catering and this will be charged at a cost of £3.00 per lunch required and will be charged on the monthly invoice.

Children must be collected promptly at the end of their session by Parents/Carers or persons named on their Registration Forms as authorised to collect.

Charges will apply in line with our late collection policy for children who are collected outside of their booked session times:

- Up to 10 minutes over the session finish time: £5.00 charge
- For every further 10 minutes your child remains uncollected: an additional £5.00 charge per 10-minute increment.

These charges will be added to the following month's invoice.

Charges for a booked place will apply for periods of holiday, illness or for any other reason of absence no refund will be given in the event of the child's absence due to illness, holiday or for any other reason of absence. This is because All Sorts have to allocate the correct staff ratios to booked places and ensure appropriate staffing is in place in line with the EYFS statutory framework and Ofsted requirements.

5. Payment of Childcare Fees

Fees are invoiced at the beginning of the month and all invoices must be paid in full by the 24th of that month.

Fees can be paid by bank transfer, Child care vouchers or via Tax Free Childcare payments; bank details are provided on the invoice,

Any invoices that are not paid by the 24th of the month will be subject to a £20.00 late payment fee per invoice.

6. Arrears

If there are outstanding fees at any time, All Sorts reserves the right to immediately suspend or terminate childcare services. Any cost incurred as a result of suspension, termination or be paid for by the parent/guardian.

Should the setting have to seek advice or services from an external provider regarding outstanding fees any charges for such will be chargeable to the parent/guardian.

7. Cancellation/Termination

A parent/guardian may cancel a place by giving 4 weeks' notice in writing to the All Sorts Business Manager; allsorts@allsoulsschool.co.uk. The notice period takes effect from the date the cancellation letter or email is received.

Where shorter notice periods are provided, the parent/guardian remains liable for the charges for the full 4 week notice period.

Failure by the parent/guardian to provide any notice at all shall render the parent/guardian liable for 4 week's fees in lieu if notice.



8. Complaints Procedure

We hope you will be happy with the service we provide. Should you have a complaint or any concerns please approach a member of the All Sorts management team or put this in writing to the Chair of the V.M.C. Mr. A Cooke. A response will be provided within 28 days.

Parents have the right to contact Ofsted if they feel it is necessary.

9. Infections and Illnesses

All Sorts must be informed of any sickness, illness or infection before attempting to bring the child to the premises. Each case can then be considered on an individual basis.

Where a child has been diagnosed by a doctor with a contagious disease or illness or tested positive for a contagious disease or illness, they cannot attend All Sorts until a doctor or guidance advises that they are able to do so.

Where a child has experienced sickness or diarrhea, they cannot attend All Sorts until the symptoms have been absent for 48 hours.

Please see our Managing children who are sick, infectious or with allergies Policy for further information. Guidelines on exclusion are displayed in All Sorts. As noted above no refund will be given in the event of the child being unable to attend due to illness, sickness or a contagious disease.

10. Opening Times

All Sorts Early Years operates Term Time only:

- **All Sorts Early Years Room:**
Monday to Friday 8:15am until 3:15pm
- **All Sorts Pre-School Room;**
Monday to Friday 11.30pm until 3.30pm or 12.30pm until 3.30pm

11. Unexpected Closure

If All Sorts has to close due to severe weather conditions or other events beyond our control, we are unable to offer any refunds.

12. Personal Property

All Sorts cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as buggies.

How we use and store your data - please insert information:

All personal information provided to All Sorts via means of Registration Forms and Parent/Carer Funding Agreements will be stored in the All Sorts Office. This door is accessed via a keypad lock, the digits for which are known only by the All Sorts Management Team.

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