



Admissions & FEEE policy

Admissions

At Little Hedgehogs, we recognise and value the needs of all children and are therefore keen to ensure that all individuals have the opportunity to become an integral part of our setting life.

All children are admitted following full consultation with parents/carers and any outside agencies who may be involved. In this way we aim to consider both staffing levels and the physical environment to ensure that we can support the child to the best of our ability.

For children to settle and feel secure and happy at Little Hedgehogs, a minimum booking of 2 days per week is required, and for those attending term-time only (subject to space) we request that children attend a minimum of 1 day in the school holidays.

We operate the following admissions procedure.

- An offer for placement will be sent to parents/carers by way of a carer/parent agreement form. As well as a copy of this policy (Admission and FEEE Policy) and a Parent Agreement Form (PAF).
- A contract/registration form must be completed & returned for all children within 72 hours to reserve your space. This includes returning to us your completed Parent Agreement Forms (PAFs) required by the Local Authority for FEEE (Funded Early Years Entitlement).
- We require a minimum of two days attendance to register a child at the Nursery or Preschool.
- We offer flexible types of sessions such as term time only, school days as well as full day care.
- First payment of fees, including any additional hours and/or chargeable extras received as part of a “funded package” must be received by the 28th day prior to your child’s settling in sessions and the first day of attendance.
- All further invoices are to be paid in advance by the 28th day of the preceding month of attendance.
- Our waiting list is prepared on a first come, first served basis. Priority for places will be given to existing children and their siblings, children in need or care and children accessing the highest number of days and/or sessions including full time day care.
- A ‘Welcome Guide’ will be issued to all new parents.

Sessions

We offer the following funded & non-funded sessions to parents:

- Full day session from 08:00am to 17:30pm (9.5hours)
- School day sessions 08:30am to 16:00pm (7.5 hours)
- We offer a maximum of 9.5 hours funding in one day at St Annes & School House.
- We offer a maximum of 7.5 hours funding in one day at Garden Cottage.

Funding & chargeable extras.

Funded Early Education Entitlement (FEEE1, FEEE2, FEEE2W & FEEE3-4)

The Funded Early Education Entitlement ‘FEEE’ for eligible children is a government programme. It gives all eligible children up to 15 hours of funded early education per week. With some eligible for extend funding of up to 30 hours. FEEE2 funded hours are offered within the Early Education funded sessions during the times shown above, in term time only. There are no chargeable extras applied to FEEE2, and these places are provided ‘free’ at point of entry.

Government funding is not intended to cover the costs of meals, snacks, other consumables, additional services or additional hours. Little Hedgehogs refer to these as chargeable extras.

Chargeable extras for meals, snacks, additional activities, additional services, non-food consumables and / or additional hours.

Chargeable extras are not mandatory for accessing government funding and are optional.

If you do not wish to pay for specific consumables, please make sure you read our 'Admissions & FEEE policy' and then contact the setting manager so next steps can be discussed. There are no chargeable extras for FEEE2 places.

Meals and snacks – £10.50

3 meals per Standard day plus 2 snacks; breakfast, AM snack, lunch, PM snack & dinner - £3.50 per meal

3 meals per School Day plus 2 snacks; breakfast, AM snack, lunch, PM snack & tea - £3.50 per meal

2 snacks per day; provided during morning and afternoon – £1.00 per snack. Total £2.00

*No charge FEEE2.

In line with safer storages and for prevention of cross contamination / allergies we do not permit home packed meals or snacks; some children in our care have allergies, and we will not put their safety at risk. Where possible we cater for special dietary requirements.

Additional activities - £4.00 per day

For all optional extra activities, in addition to those necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework. To include activities such as party events, celebrations, specialist tuition (for example dance and foreign language classes), cookery lessons, sensory sessions, beach school, forest school, garden club and pet care activities

*No charge FEEE2.

Additional services - £4.00 per day*

Parent/guardian access to Tapestry, our 'on-line' journal based and daily care plan

*No charge FEEE2.

Non-food consumables - £2.00 per day

Age related toiletries to include nappies, nappy sacks, wipes, cream and sun cream

*No charge FEEE2.

Additional hours

Private paid hours are available according to our usual fees, terms and conditions. Taking up private paid hours is not a condition of accessing a free place.

Chargeable extras

LHH Chargeable Extras	FEEE3 & 4	FEEE2W	FEEE1
Meals & snacks	£10.50	£10.50	£10.50
Additional activities	£4.00	£4.00	£4.00
Additional services	£4.00	£4.00	£4.00
Non-food consumables	£2.00	£2.00	£2.00
Total per day	£20.50	£20.50	£20.50

We stretch all FEEE (except FEEE2 which is term time only) at Little Hedgehogs for those children attending all year round, meaning less hours per week over a longer period, for example up to 50 weeks. This is known as a stretched offer.

Early Years Pupil Premium (EYPP)

If you are getting funded childcare for your child, you may be eligible for additional funding to help your child's development.

This funding is called Early Years Pupil Premium (EYPP) and is paid directly to childcare providers.

The amount you get depends on how many hours your child spends in a childcare setting. It will not affect any benefits you are getting. For further information please see [HERE](#)

Disability access fund (DAF)

If you are getting funded childcare for your child, you may be eligible for DAF funding for your childcare setting. Please see [HERE](#) for further information.

Eligibility

Funding can start from the term after your child's eligible birthday. It can continue up to compulsory school age or when parents register their child for a maintained school place or academy class. This is no later than the term after they turn 5.

The government allows for 15 hours per week of FEEE universal over 38 weeks (term time only) for ALL 3–4-year-olds. All other funding is subject to government criteria (which can be found on the Childcare Choices website [HERE](#))

All funding payments are made from central government to Essex County Council. Essex County Council set the funding rates and make payment to settings in their county. No direct payments are ever made to parents.

Childcare Vouchers & Tax-Free childcare

We accept childcare vouchers from parents whose employers have a childcare voucher scheme in place; we are also set up with the government tax-free childcare scheme.

Parental Partnership:

We respect that parents/carers are children's first and most enduring educators. When parents/carers and childcare practitioners work together in early year's settings, the results have a positive impact on children's development and learning.

We are therefore keen to establish strong links to ensure successful transition and continued partnership. We aim to support parents' requests for the care of their children according to their values and practices, preferences and attitudes. Parents will be invited to share information and discuss their child's progress regularly, both formally and informally. In this way we aim to promote continuity of care and support between the child, their key worker, parents and outside agencies.

Where there are concerns about the progress of an individual child who has not previously been identified as having SEND, care will be taken to work closely with parents and staff to monitor and seek early support where needed.

As part of our on-going observations of your child, and to support the Early Years Foundation Stage goals, we use photos, voice recordings and videos to track and record activities. At Little Hedgehogs, we use an online learning journal, Tapestry, to enable us to reflect on children's progress - as well as providing parents with special memories to treasure.

Uniform

Optional uniform for Little Hedgehogs Day Nursery & Preschool is available to purchase from @dutchie_original. Please speak with a member of staff or email [@dutchie_original](#) directly

Name tapes

We have teamed up with tiger tags who have kindly designed and added a hedgehog to their image library. Parents can now order their children's labels online (either iron on or the sticker kind). There are a variety of colours, fonts and images to choose from.

The hedgehog character is hiding in the animal's category <https://tigertags.co.uk/labels>

When you check out don't forget to add our school ID (5999).