



# Rainbows Preschool

## Terms & Conditions from 1<sup>st</sup> September 2025

### Admissions Criteria

Our admissions policy is designed to ensure a fair and transparent process for all applicants. We aim to provide a nurturing and inclusive environment where every child can thrive to achieve their best potential.

The following matters are considered when deciding on admission and are prioritised in this order.

- Availability of places, taking into account staff to child ratios, the age of the child and any registration requirements.
- Children who already attend Rainbows Preschool.
- Children who are the correct age for admission.
- Children who have siblings already in the school.
- All other children will be added to the waiting list in chronological order and places allocated in accordance with the above criteria.

We offer a **minimum** of 3 sessions per week which enables children to settle into the Preschool and receive the full benefit of their time at Preschool. In the summer term, if places are limited, a minimum of two sessions per week will be considered.

We may not always be able to offer days as requested. In this situation, the child's name would be added to an internal waiting list.

Our Preschool is committed to providing an inclusive and welcoming environment for all children and families. We do not discriminate based on race, colour, religion, gender, national origin, disability, or any other characteristic protected by law.

### Application Process

The application process involves several steps to ensure Rainbows Preschool is the best suited setting for your child.

#### Step 1: Registration of Interest

A registration form must be completed (see attached). This should be completed after reading these terms & conditions. This information can also be found on the School Website.

#### Step 2: Preschool Visit

Our admissions team will be in touch to arrange a visit of our Rainbows Preschool with the Early Years Lead. This visit will include your child and will last approximately 30 minutes. The visit will provide you with the opportunity to explore the setting and ask questions whilst your child has the chance to explore the provision with you present. This will also enable time to discuss your child, their interests and any additional support required to best meet their needs.

If we feel your child requires additional support for us to meet their needs, we will be in touch after this visit to discuss next steps. This is to ensure we are the best suited setting and whether we are able to provide tailored support to enable your child to thrive to achieve their best potential during their early stages of development.

## Step 3: Session Offer

If we can offer your child a place at our Preschool, we will discuss available sessions. These will be based on your registration of interest but will also be determined based on the current numbers within each session. **Places will not be confirmed until the half term holiday before the term your child is due to start Rainbows.**

Once places are confirmed, you will be offered play and stay sessions which must be attended before your child starts at Rainbows. These sessions are tailored to your child and some will require parents to attend. The settling process is viewed as an essential part of ensuring children have a positive time at preschool and we will be flexible in extending this period and offering families additional support

## Sessions

The following sessions are offered on a term time basis.

	<b>Morning Session</b>	<b>Afternoon Session</b>	<b>Extended Session</b>
Monday	8.45am – 11.45am	11.45pm – 2.45pm	2.45pm – 3.30pm
Tuesday	8.45am – 11.45am	11.45pm – 2.45pm	2.45pm – 3.30pm
Wednesday	8.45am – 11.45am	11.45pm – 2.45pm	2.45pm – 3.30pm
Thursday	8.45am – 11.45am	11.45pm – 2.45pm	2.45pm – 3.30pm
Friday	8.45am – 11.45am		

Children who attend both the morning and afternoon session are required to bring a packed lunch. The extended session is a paid session and funded hours cannot be used. If a child is picked up at 2.45pm, parents are required to leave the school site even if they are picking a child up from the main school at 3.15pm. This is to ensure that the operation of the school and the safety of the school site is not impacted.

The numbers and ages of the children admitted to the Preschool comply with the legal space requirements set out in the Early Years Foundation Stage Framework (EYFS).

## Funding Entitlement

All children are entitled to 15 hours Flexible Free Entitlement (FFE) which is applicable from the term after the child's 3<sup>rd</sup> birthday. This is automatically applied and does not need to be applied for. If a child attends the setting after they are 3 but before they are entitled to FFE, all sessions will be chargeable.

Some children are entitled to 30 hours FFE. This must be applied for through the Governments online childcare service and is determined by HMRC through the online application process. If a child is eligible for 30 hours FFE, an eligibility code will be checked once places have been offered. Any invalid codes will mean places become chargeable.

## Fees & Payment

Unfunded hours and all extended sessions will be chargeable in advance and must be paid by the end of the preceding term. Payment is made using BACS via the school's ParentMail system (other than the very first payment which needs to be paid by card). Alternatively, childcare vouchers can be used but please contact the admissions team with the child's reference for your payment to be allocated correctly.

Fees are payable during periods of absence, including sickness and any holidays taken when the Preschool is open. Costs are revised at the start of every academic year and parents will be advised at least one half term in advance of the increase being applied.

The place may be cancelled if an invoice remains unpaid more than 5 days after the due date and the school office has not been contacted to discuss late payment.

Unfunded sessions cost £17.50, extended sessions cost £4.50. A packed lunch must be provided.

## Termly Contribution

A termly charge of £10 per child will be made which provides the setting with additional resources to cover the cost of consumables, snacks and activities which government funding does not cover. This amount will be invoiced via ParentMail and will be added to the first charge of the term.

## Changes to Sessions

Once places have been offered, any further changes will be considered on a case-by-case basis and implemented at the start of the next half term. Six weeks' notice is required for a reduction in hours; no refund will be given for hours reduced before the end of the six weeks' notice period.

## Absence

If a child is absent through sickness or holiday, the fee is still payable. If a child is absent, please inform the school office by 8.30am on the absence line 01296 712296 opt 1. In the case of long-term sickness please contact the school office.

## Agreement

Acceptance of a place is also acceptance of these terms and conditions. Any changes to these terms and conditions will be communicated with at least one half terms notice.



## Rainbows Preschool - Registration Form

Name of child			
Date of birth		Gender	
Home Address including postcode			
Telephone Number			
Email address			
Parent/Carer Name			
Sibling name(s)			
Current Preschool			
Does your child have SEN needs			
I agree my child's current Preschool can be contacted for additional information			Yes / No
Preferred start date			

### Sessions requested (tick all that apply)

	8.45am-11.45am	11.45am-2.45pm	2.45pm-3.30pm (chargeable)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I have 15 hours funding

I have 30 hours funding



# Rainbows Preschool – Change of Sessions

I would like to \*increase / reduce / swap my child's sessions at Rainbows

\*delete as appropriate

	ALL CURRENT SESSIONS			ALL REQUESTED SESSIONS		
	Morning	Afternoon	Extended	Morning	Afternoon	Extended
Mon						
Tue						
Wed						
Thu						
Fri						

Name of child	
Name of Parent	
Telephone Number	
Date new sessions to start from	