

Chameleon Club at Lydalls Nursery School



Admissions Policy

What is Chameleon Club at Lydalls Nursery?

Chameleon Club is the daycare and wraparound provision at Lydalls and it is open during term times, closing for INSET training on five days of the year. The Chameleon Club is integrated within the Nursery building. It is managed through the Governing Body at Lydalls Nursery School. All policies and procedures are applied to Chameleon Club and Lydalls Nursery School. The Chameleon Club follows the Early Years Foundation Stage. Please see our 'Teaching and Learning' policy for further information.

We have two Chameleon Club bases. One is for children from 2-3 years who are not currently attending Lydalls Nursery School. This has direct access to the outdoor area. The ratio of staff to children in this room is always at least 1:4 and all children have a named key person.

The other base is for children from 3-5 years of age and offers wrap round care at breakfast and lunch times. The ratio of staff to children is 1:8.

When can children start Chameleon Club?

Children can attend the Chameleon Club 2 Year Old Base at Lydalls Nursery School from their second birthday. Where families are in receipt of two year old funding they are able to access Chameleon Club from the term after their second birthday.

Families who meet the following criterion may be eligible for two year old funding:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Looked After Children

Applications will be processed and assessed by Oxfordshire County Council and children can only be accepted in Chameleon Club once funding is in place and this has been confirmed by the Local Authority funding team.

- Until a child becomes 3 years of age they are only able to attend during a morning or afternoon session.
- We do not currently offer full sessional care for younger 2 year olds. Funded 2 year old places cannot be used across lunchtime or breakfast club

When is Chameleon Club open?

Sessions are as follows:

For 3-5 Year Olds:

Breakfast club: 8.00am – 8.45am (for 3-5 year olds)

Lunch session: 11.45am-12.45pm (for 3-5 year olds) – Children need to bring a lunch box.

Children can attend from their 3rd birthday until the term after they are 5.

2 Year Old Base:

Morning Session: 8.45-11.45

Afternoon Session: 12.45-3.45

How can I apply for a place for my child?

Applications, invoices and bookings, including changes of bookings, are managed by Lydalls Nursery School office. Chameleon Club staff do not manage this directly but they may be able to give you paperwork when the school office is closed. We always strongly advise making a visit first to see Chameleon Club for yourself so that you can ask staff questions you may have.

Chameleon Club is popular. How do you ensure that places are given fairly?

Chameleon Club is designed to be used flexibly and therefore we are usually able to accommodate different family needs across the week.

Places in different sessions are allocated on a first come, first served basis. Forms are dated when they are returned to the office. Where a session is full a waiting list is created and places are offered as soon as they become available.

Sessions are given on a termly basis and must be paid for from the beginning of that term.

Bookings can be taken one term in advance of a child starting Chameleon Club. It is not possible to confirm places earlier than this.

Requests for changes to existing hours can only be made a term in advance. This includes adding additional hours.

We can only provide places when space is available so these are on a first come first served basis. Children can only be accepted in Chameleon Club once funding is in place and this has been confirmed by the Local Authority funding team.

What happens when I know that my child has a place in Chameleon Club?

You will be contacted directly by the School Administrator. We ask that parents make at least two settling visits to Chameleon Club with their child before their start date. We also try to make home visits to families when a child starts Chameleon Club. Where this is not possible we will make time for the child's key person to meet one to one with a family at Lydalls to find out more about a child and their family and to answer any questions or concerns a parent or carer may have. Please see our 'Settling and Transition' policy for further information.

Does having a place at Chameleon Club guarantee a place at Lydalls Nursery School?

No, Lydalls Nursery School follows Oxfordshire County Councils Admission policy for Nursery Schools which can be found on our website www.lydallsnurseryschool.co.uk. All children are entitled to 15 hours of free Nursery education from the term after their 3rd birthday. We cannot guarantee a specific morning or afternoon place but we do our best to meet a family's needs.

If a parent wants to apply for a place at Lydalls Nursery School they must do so using the forms available at Lydalls Nursery School office. Children's names can be put on the Nursery School waiting list from their 2nd birthday. If a specific session is preferred this must be stated in writing at the time of application but please note that this cannot be guaranteed.

Policy Agreed by Governing Body on 9/10/06

Reviewed: Autumn 2019

Next review due: Autumn 2020

Governors Authorisation

Signature _____ Date _____