

## Chameleon Club at Lydalls Nursery School



### Admissions Policy

#### What is Chameleon Club at Lydalls Nursery School?

Chameleon Club is the daycare and wraparound provision at Lydalls Nursery School, comprising of 3 different aspects:

**1) Daycare (2 year-old base)**

Children may join the daycare facility from the age of 2 and continue to attend until the term that follows their 3<sup>rd</sup> birthday, at which point they are eligible to join the main Nursery.

Within the Nursery building is a designated room for our 2-year old base with age appropriate resources and activities. Children also have direct access to the outdoor area. The ratio of staff to children in this room is always at least 1:4 and all children are assigned a key person.

Chameleon Club follows the Early Years Foundation Stage programme; please see our *Teaching and Learning* policy for further information.

**2) Wraparound Care (Breakfast and Lunch)**

The wraparound care facility is available to children from the age of 3 and comprises of a breakfast club and lunch club, both of which are offered at an additional charge, subject to availability. The ratio of staff to children is 1:8. Children attending the 2-year old base are eligible to access the wraparound care services from their 3<sup>rd</sup> birthday (i.e. they do not have to wait for the proceeding term).

**3) Additional Nursery Sessions – 3+ Year Olds**

All children are entitled to 15 hours of universal funding from the term that follows their 3<sup>rd</sup> birthday and subject to certain criteria, some children are eligible for an additional 15 hours, to receive a total of 30 funded hours per week.

If your child is not eligible for the 30 funded hours, but you would like to apply for additional sessions beyond the standard five mornings or five afternoons per week, you can apply for your child to attend full days with the additional sessions being charged at the standard daycare and wraparound care rates.

**Session availability is reviewed on a termly basis and there is no guarantee that we will be able to offer the additional sessions on an ongoing basis.** Parents will also need to apply for additional sessions they would like **each term** (even if you do

not wish to change the additional sessions your child attends) and these will be allocated on a “first come, first served” basis subject to availability.

As with Nursery, Chameleon Club is open during term times, closing for INSET training events which occur across five days over the academic year. It is managed through the Governing Body at Lydalls Nursery School and all policies and procedures are applied to both Chameleon Club and Lydalls Nursery School.

### **When can children start Chameleon Club?**

Children can attend the Chameleon Club 2 year-old base at Lydalls Nursery School from their 2<sup>nd</sup> birthday. If families are in receipt of 2-year old funding, children are able to access Chameleon Club from the term after their 2<sup>nd</sup> birthday.

Families who meet the following criteria may be eligible for 2-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

*With regard to funded 2-year old places, 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.*

- Sessions in the 2-year old base are offered as mornings or afternoons and all children are required to attend a minimum of 2 sessions per week up to a maximum of 5 (subject to availability).
- Funded 2 year old places cannot be used across lunchtime or breakfast club.
- 3+ year old children attending additional sessions are expected to attend those sessions for the whole term and parents must submit a new application each term for any additional sessions. These will then be allocated on a “first come, first served” basis once we have assessed session availability for the forthcoming term.
- Parents wanting to terminate any aspect of their child’s Chameleon Club sessions are required to give half a term’s written notice

### **When is Chameleon Club open?**

2 year-old base and additional sessions for 3+ year olds:

Mornings: 8.45am – 11.45am

Afternoons: 12.45pm – 3.45pm

Wraparound Care (3-5 year olds only)

Breakfast club: 8.00am – 8.45am – breakfast is provided

Lunch session: 11.45am-12.45pm - children need to bring a packed lunch

### **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 any 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 are allocated on a “first come, first served” basis. Forms are dated when they are returned to the office. If we are unable to offer a session due to it being fully booked, children’s names are added to a waiting list and places are offered as soon as they become available.

We have 3 intakes of new children each academic year and sessions are allocated to new starters on a termly basis with invoices being issued on a half termly basis thereafter.

Chameleon Club applications may be submitted up to one year in advance and due to popularity, we do encourage early submission. However, applications will not be reviewed until the term immediately preceding the child’s start date.

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

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

You will be contacted directly by the School Administrator and sent a copy of the terms and conditions; once you have returned the signed terms and conditions by the assigned deadline, your child’s place will be secured. We ask that parents make at least one settling in visit when their children are new to the school setting prior to their starting date. We also try to make home visits to families when a child starts Chameleon Club (2-year old base only). Where this is not possible, we will make time for the child’s key person to meet with the family at Lydalls Nursery School to learn more about the child and his/her family and to answer any questions or concerns a parent/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](http://www.lydallsnurseryschool.co.uk). All children are entitled to 15 hours of free Nursery education from the term that follows their 3<sup>rd</sup> birthday.

If a parent wishes to apply for a place at Lydalls Nursery School, they must do so using the forms which are available from the School Office or the website. Children’s names can be added to the Nursery School waiting list from their 2<sup>nd</sup> birthday. Sessions are offered in the

form of 5 mornings **or** 5 afternoons. We ask parents to state if they have a preference and whilst we cannot guarantee their choice, we do our best to accommodate a family's needs.

Policy Agreed by Governing Body on 9<sup>th</sup> October 2006.

Reviewed: Spring 2020

Next review due: Spring 2021

**Governors Authorisation**

Signature \_\_\_\_\_ Date \_\_\_\_\_