

## 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 1:5 and all children are assigned a key person.

Dependent on availability, some children are able to take up their 2-year-old entitlement as 'rising 3's' in the main nursery. Ratios for 2-year-olds in the main nursery are at least 1:5 until children reach their 3<sup>rd</sup> birthday.

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

##### 2) Wraparound Care (Lunch)

The wraparound care facility is available to children from the age of 3 and comprises of a lunch club, which is 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 (or "Top-up") 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.

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 use this funding to access Chameleon Club from the term after their 2<sup>nd</sup> birthday.

- 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 for lunch club.
- Parents wanting to terminate any aspect of their child's Chameleon Club sessions are required to give 6 calendar weeks notice.
- Ad hoc booking for additional sessions may be made, subject to availability. Please ask a member of staff if you would like to see a current price listing when booking ad-hoc session or visit our website for the schedule of fees.

## **How can I fund my child's 2-year-old Chameleon Club Sessions?**

**Early Education Funding:** this is for families receiving some additional forms of government support; please also provide your date of birth and National Insurance number as we require this information to claim funding for your child's place

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

**Working Families Entitlement:** this is for families where both parents work at least 16 hours per week, but neither earns more than £100,000 per annum; please also provide your funding code and National Insurance Number as we require this information to claim funding for your child's place.

**Self-funded**; if neither of the above criteria applies to you, you will receive an invoice for your child's fees at the beginning of each half term. Please ask a member of staff if you would like to see a current price listing or visit our website for the schedule of fees.

*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.*

### **Help Paying for Your Childcare:**

If you are pay fees for lunch club, additional sessions or for a 2-year-old place, we recommend you use the Childcare Choices website to see what government help you could be entitled to for childcare costs – you can find the website here:

<https://www.childcarechoices.gov.uk/>

### **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)

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?**

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 arrange a home visit or a welcome visit for families when a child starts Chameleon Club (2-year-old base only) for the child's key person to meet with the family at home or 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). However children who have taken up a place in our 2 year old base are named as a priority according to the admissions criteria. 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.

Reviewed: Summer 2024

Next review due: Summer 2025

### **Governors Authorisation**

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