



Registered Charity No: 1128799

Hollies Pre-school

Booking Policy

Last reviewed October 2019
To be reviewed March/April 2020

Session Booking

Session Booking

Pre-School

Children are eligible to start at the pre-school the half term after they are 2 years old subject to session availability. Where possible we aim to provide pre-school childcare for 2 years. We do offer wrap around care for a pre-school child in our Breakfast and Afterschool clubs subject to availability. If all requested sessions cannot be allocated children will be placed on a waiting list for those sessions and parents will be contacted if spaces do become available. We recommend that each pre-school child must attend for a minimum of 2 sessions per week during the hours of 9am-3.00pm.

Breakfast and After School Club

Children are eligible to use our Breakfast and After School club from 2 years old through to year 6 subject to session availability.

Annual session booking

Session request forms for the Autumn (September), Spring (January) and Summer (April) terms are sent out to all eligible children via email in the preceding April/May. Emails will be sent out prior to this and notices displayed within the pre-school to advise parents/carers when forms are to be sent out. These session request forms need to be completed and returned to the Administrator either as an attachment in an email or handed in to the office. **All** parents/carers must re-apply annually for all sessions. It is the intention of the Hollies Pre-School to offer care for pre-school children primarily and then to older children where there is suitable space. **All** sessions at this time will be allocated according to the following criteria and within these criteria the order as to when they are received:

1. Looked after Children all sessions
2. Existing pre-school children-current sessions
3. Existing pre-school children-additional sessions (the waiting list will also be referred to)
4. New pre-school children with siblings
5. New pre-school children without siblings
6. Existing breakfast/afterschool club children with siblings in pre-school-current sessions
7. Existing breakfast/afterschool club children without siblings in pre-school- current sessions
8. Existing breakfast/afterschool club children-additional sessions (the waiting list will also be referred to)
9. New breakfast/afterschool club children already on waiting list
10. Any other child not meeting the above criteria

A date will be given in the email for all session request forms to be returned by and also a date when all sessions will be confirmed. Confirmation of sessions for the next academic year will be confirmed by email.

Annual session bookings are also subject to management ensuring that at all times we meet our staff to children ratio requirements and are able to manage the settings financial sustainability

Ad-Hoc session booking

Providing there is availability parents and carers are able to book ad-hoc, extra sessions both in Pre-School, Breakfast and Afterschool club. Any requests need to be made in writing via email to the administrator who will then look at session numbers and advise accordingly. If the sessions are booked an invoice will be issued for the extra sessions which will be payable according to the fees policy.

Breakfast club and After School club pay back scheme

If you know that your child(ren) will not be attending session's you may email the administrator in advance advising that certain sessions are not required. The administrator will then advertise this availability via Facebook and email. Parents are also welcome to let others know of these sessions. If the setting is fully booked for that session and the place can be reallocated to someone else then 50% of the fee for that session will be credited to the parents account. Re-allocation of spaces will be done in the order that the notifications of absence are received.

Holiday Club session booking

Booking emails will be sent out by the administrator 2-3 weeks before the start of each Holiday Club. If Holiday Club sessions are required, an email needs to be sent to the administrator with session requirements. The administrator will then respond via email of whether the sessions have been booked or not and attach an invoice if applicable. Payment has to be made at least 1 week prior to the first date of the holiday club.

Session Swaps

If a parent/carer needs to swap either a pre-school, breakfast or after school club session, an email needs to be sent to the administrator requesting the swap. Session numbers will then be looked at and subject to that the administrator will then advise as to whether the swap can be made. Swapped sessions can only be facilitated during the same week of the original session subject to availability. We are unable to swap any sessions relating to absence through sickness.