



Acorns

Pre-School

Paradise Crescent
Evercreech
Somerset
BA4 6EH

OFSTED NUMBER: 123755
Evercreech Primary School
Part of Preston Primary Academy Trust
Tel: 01749 831338

Thank you so much for your enquiry about joining us at Acorns, as you can imagine there are many forms that you need to complete! Please could I ask you to complete and return the below:

- Complete and return the enclosed Registration
- Sign and return page 6 of the Acorns Financial Agreement
- Complete, sign and return the "Invoicing by Email" Agreement
- Complete and return the enclosed All About Me form
- Sign and return the attached Somerset County Council (SCC) child registration form
- Photography and Video Parental Consent Form
- Festivals Questionnaire

In addition please could I ask you let me have a copy of your child's birth certificate, I will take a copy and return the original to you.

Please also look at the Government's Childcare Choices (www.childcarechoices.gov.uk) website for information around the various funding offerings.

When your child starts, they will need:

- A named bag with a change of clothes, nappies etc
- Named water bottle (and named lunch box when appropriate)
- Named coat/sun hat/gloves/winter hat/wellies (as applicable)

If you do have any queries please do not hesitate to contact me.

Yours Sincerely,

Sine Angell
Office Administrator
Acorns Preschool

Acorns

Pre-School



Registration Form

Details of child

Name of registered provider: **ACORNS PRE-SCHOOL**

[Office use] START DATE:

Birth Cert (Y/N):

2 year funding letter:

Full name of child

--

Full address inc. post code:

--

Email:

Date of birth (dd/mm/yy):

--	--	--	--	--	--

Religion:

Ethnicity:

--	--

Doctors details:

Name:	Address of surgery:
	Tel:

Health visitor name and tel no:

--	--

Any known dietary requirements / food allergies:

--

Any known medical conditions:

--

Any known allergies to medication:

--

Any known special educational needs:

--

Any other important information:

--

Your child's birth certificate is required at registration in order to take a copy to apply for two year old funding, universal or extended entitlement funding. This copy will be kept with the Registration Form until your child is registered with Somerset County Council, after which it will be securely destroyed.

Without permission to do this, your child will not be able to access funding from Somerset County Council, and you, the parent, will need to pay for any hours your child attends.

Please indicate that you have supplied the birth certificate and that you understand why we are taking and keeping a copy of your child's birth certificate:

I understand and give permission for Acorns Pre-school to take a copy of my child's birth certificate in order to register them with Somerset County Council for two year old funding, universal or extended Early Years Entitlement.

Yes / No (delete as applicable)

You have the right to refuse the following information and it will be recorded as refused.

Ethnicity	
Religion	
First language spoken at home	

Post Looked After Arrangements (Please tick as appropriate)

Please tick the appropriate box if you would like the school to be aware and record your child's status on the school census.

Adopted from care	
Left Care under a Special Guardianship Order	
Left Care under a Residence or Childs Arrangements Order	

Service Child

Is the parent(s) the child resides with currently serving in the (regular) Armed Services? **Y/N**

You have the right to decline to provide this information.

**Details of parents/Guardians
And
Emergency contacts**

Parents Names:	Parent 1:
	Parent 2:
Full Address Inc post code:	Parent 1:
	Parent 2: (if different from above)
Parent 1	
Home Tel No:	
Mobile No:	
Work No:	
Parent 2	
Home Tel No:	
Mobile Tel No:	
Work Tel No:	
Emergency Contacts: In addition to Parents/Primary carers Minimum of 2	
1) Name:	
Relationship to child:	
Home Tel No:	
Mobile No:	
Work No:	
2) Name:	
Relationship to child:	
Home Tel No:	
Mobile No:	
Work No:	
3) Name:	
Relationship to child:	
Home Tel No:	
Mobile No:	
Work No:	

Parental Permission form

Who can collect child

Full name of child

It is important that the provision is informed of anyone else, besides named parent/guardians, who are authorised to collect your child. Children will only be released into care of authorised adults. If you are interested in a password scheme, please indicate on the form. Please complete, sign and date the form below.

Other adults authorised to collect my child:

1: Name:Tel No:

. Relationship to child:

.....

2: Name:Tel No:

Relationship to child:

3: Name: Tel No:

Relationship to child:

4: NameTel No

Relationship to child:

5: Name:.....Tel No:

Relationship to child:

I agree to inform the pre-school of any changes to the above list.

Signed by parent/guardian:Date:

I would like to discuss the use of a password. YES / NO

Password agreed:

.....

Signed by parent/guardian:

.....

Parental permission form

- Emergency treatment

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment should there be an emergency in the provision or while out on an authorised outing, you need to complete sign and date the declaration below.

Name of registered provision: **ACORNS PRE-SCHOOL**

Full name of child:

Date of birth (dd/mm/yy):

--	--	--	--	--	--

Please complete, sign and date the following declaration.

DECLARATION FOR EMERGENCIES

I agree to the registered person in the provision (or deputy in charge) taking the necessary steps to ensure that my child _____ (name of child) Receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the registered person (or deputy in charge) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child _____ (Name of child) to hospital in the case of serious accident in my absence. I give my permission for the registered person in charge of the provision (or deputy in charge) to authorise hospital staff to administer essential treatment until my arrival.

Signed by parent/guardian 1: _____ Date: _____

2: _____ Date: _____

If you do not agree with any or all of the above declaration, please do not sign it but make your views known in the space below. The registered person in charge of the provision (or deputy in charge) will then discuss this with you and do their best to accommodate your particular wishes.

I DO NOT AGREE WITH THE DECLARATION AND WOULD PREFER THE FOLLOWING PROCEDURE TO BE FOLLOVED FOR MY CHILD:

_____ (NAME OF CHILD) IN THE EVENT OF AN EMERGENCY.

Signed by parent/guardian 1: _____ Date: _____

2: _____ Date: _____

Is your child clean and dry YES / NO
(If no then a spare change of clothes and nappy and wet-wipes are required)

I agree to my Childs hair being inspected by the playgroup supervisor YES / NO
(Or deputy in charge)

I agree to my child being accompanying by Acorn staff on off-site educational activities YES / NO

Re-Application of Sun Cream (provided by parents) YES / NO

UNDER NO CIRCUMSTANCES SHOULD YOU SEND YOUR CHILD IF THEY ARE UNWELL.

If your child has been sick or has had diarrhoea then they should be kept off school for
AT LEAST 48 HRS AFTER THE LAST SIGN OF SYMPTOMS.

The staff have the right to refuse admission.

By signing this I certify that I have read and agree to the terms and conditions outlined above.

Signed.....Parent/guardian

Date:

I have read and understood the above conditions and have been offered the opportunity to read Acorns Pre-School's Policies and Procedures. I agree to abide by the Policies and conditions set by Acorns Pre-School.

Signed..... Parent/guardian

Date:

Due to GDPR (2018) we require the parent / carers written permission on record so that staff can take photographs of the children, which will be used for labels, personal records and classroom displays. We also require permission for the publication of photos in the local newspaper and for promotional literature.

We now use an iPad, once we have printed the pictures we delete them unless they are needed for more than one project. You can withdraw your permission at any point.

I give / do not give* permission for

.....(Insert child's name)

to have their photo take for above purposes.

With exceptions (if any).....

Signed.....
parent/carer.*

* Delete where applicable.

Outdoor Learning Activity

From time to time your child will be included in a group that will be doing some outdoor cooking, mostly making hot chocolate/hotdogs. Ratio will be 4 children to 1 adult. Children will be supervised at all times and will remain on Pre-school premises. This activity involves the use of a small fire in a Kelly Kettle, which children help build. **At no time will children be allowed near the fire without an adult on a one to one basis.** The actual water and cooking pans will only be handled by an adult.

Please sign below if you allow your child to take part in this activity.

**I give/do not give* permission for _____(insert name)
to take part in the Outdoor Learning Activity.**

Signed _____ (parent/carer)
(*delete applicable)

The information contained in this registration form will be used as a form of contact information, and some information may be shared with Somerset County Council in order to register your child for universal or extended Early Years Entitlement. The information may also be shared in the case of a safeguarding or child protection concern. If this concern is of a serious nature and one which we feel would endanger the child, permission to contact Children's Social Care or the police may not be sought.

This form will be kept securely and destroyed after 7 years in line with guidelines for the retention of personal data.

Tapestry Agreement

We are very pleased to introduce our online learning journeys! By logging on with a secure username and password you will be able to view your child's observations, photographs and any video clips from their time at Acorns Pre-school. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can add comments and upload your own observations, so that we as a staff find out about which activities your child really enjoyed and the learning they get up to at home. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server which is monitored closely.

E-safety is extremely important to us at Acorns Pre-school and Evercreech C of E Primary School, therefore we ask you to provide us with the following information and to sign the agreement and other information overleaf, to show that you understand and agree to our guidelines. Please return to Gemma in the office.

Through using this form of electronic Learning Journey, we are able to build a picture of the 'whole child' using evidence from home *and* pre-school.

Once we have received your signed agreements, you will receive an email containing a link to invite you to create your own password to enable access to the site. Aside from Tapestry, please note that you are still always welcome and regularly invited to share your child's Learning Journey folder with them throughout the year.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Agree to my child being in photographs used on other children's observations.
- Ensure comments are positive and appropriate.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines.

Name of child: _____

Print name: _____

Signature: _____

Date: _____

Email: _____

Attendance Policy

Statement of Intent

While children are not legally obliged to attend Preschool, Acorns Preschool views good attendance and punctuality on the sessions that they do attend as vitally important for the learning and well being of children. Children who attend Preschool regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

In line with the updated EYFS legislation on Safeguarding Acorns have a responsibility to monitor and respond to concerns regarding children's attendance.

Roles and Responsibilities

Parents & Carers

- To ensure their child attends all their sessions unless they are unwell.
- To try to avoid making appointments for their child that occur during Preschool time.
- **To inform the Preschool by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.**
- **To inform the Preschool if their child is going to be absent and to give the reason for the absence - this can be done by email – acornsoffice@evercreech.ppat365.org or by telephone – 01749 831338**
- **To email the Preschool to advise of any holidays during term time.**
- To inform the Preschool if they wish to take their child out of Preschool on a regular basis to take part in an educational activity such as a swimming lesson.
- To bring and collect their children promptly - please remember it is very distressing for children to be left until last.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- To provide Preschool with 2 additional contacts besides parents/carers (or a total of 4 including parent/carer)
- Ensure that the Preschool is informed every time someone different will be collecting their child and that person is known to Preschool Staff and/or has a password.
- Bring children into the Preschool setting and ensure a member of staff is aware of their arrival.
- Fees for missed sessions are still applicable and no replacement/alternate sessions are provided unless agreed with the Preschool Lead in advance.

Acorns Preschool

- To ensure parents/carers understand the importance of punctuality and attendance.
- **To monitor attendance and punctuality on a session basis.**
- To speak informally to parents/carers if a child's attendance is below the expected level of 95% or if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if attendance remains low, or punctuality does not improve, after informal conversation.

- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy. This is part of our Safeguarding duty.
- To withdraw the child's place in extreme circumstances - but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented.

Key persons

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from Preschool.
- To inform the Preschool Lead if they have concerns about a child's attendance or punctuality.
- **To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Preschool's [Safeguarding Children Policy & Procedures](#).**
- **To ensure that registers are accurately completed with late marks and reason codes for every absence.**
- To mark a child as being late if they arrive 20 minutes after the session has started.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

EYFS Lead / Head Teacher

- To agree, support, monitor and review the implementation of the Preschool's policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance.

Glossary of Terms

Authorised Absence - sessions away from Preschool where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

Unauthorised Absence - those which Preschool does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted. This includes :- keeping children off for trivial reasons, absences which have never been properly explained.

Further guidance

- Lost or Uncollected Child Policy
- **Safeguarding Children Policy**

Updated: 2nd September 2025

Pauline McCaul – Preschool Lead

Somerset Children in Education



Financial Contractual Agreement

The policy was approved by Governing body on: _____ 03 July 26 _____

Signature of Chair of Governors: _____

The next review date is: _____ Jul 26 _____

Version Control

Version	Author(s)	Date Produced	Amendments
1	Gemma Stickland	17/05/18	
2	Lynne Sargent	02/06/20	Change to Ofsted number in Appendices
3	Pauline Mccaul	16/09/21	Increase in fees with effect from 01/11/21
4	Lynne Sargent	06/07/22	Annual review – change to wording re B&ASC
5	Sine Angell	05/07/24	Annual review – changes to invoicing method and add 2 year working families funding
6	Sine Angell	14/03/25	Add PPAT logo
7	Sine Angell	21/05/25	Increase in fees with effect from 01/09/25
8	Sine Angell	03/07/26	Increase in fees with effect from 01/09/26

Financial Contractual Agreement

1. General

Acorns Pre-school at Evercreech C of E Primary School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

2. Fee structure

Opening hours

Acorns Pre-school is open Monday to Friday, term time only (38 weeks).

- Breakfast Club: 7.45am – 8.45am
- Pre-school: 9am – 3pm
- After-school Club: 3pm – 5.30pm, Friday till 4.30pm

Fee Rates

As of 01 September 2025, the fee rates are as follows:

We charge by session between 9am and 3pm as follows:

- Morning Session (9am – 12pm) – 2 years olds £22.50, 3-4 year olds £19.50
- Afternoon Session (12pm – 3pm) – 2 years olds £22.50, 3-4 year olds £19.50
- Lunch Club (12pm – 1pm) – 2 years olds £7.50, 3-4 year olds £6.50

3. Reviewing Fees

Fees will be reviewed annually in order that Acorns Pre-school can continue to improve and be able to offer a high standard of Early Years Education to children that is also competitive.

Parents/carers will be notified in writing with 4 weeks' notice. There will be a reply slip attached to the letter that must be returned to the Pre-school Administrator to show that the letter has been received.

4. How to access the Early Years Entitlement (EYE) – Universal and Extended Entitlement

A child can access EYE through Acorns Pre-school the term after they turn 3 years old.

A copy of the child's birth certificate or passport is required in order to access the universal entitlement. This should be provided when registering the child. If the identification is not provided, parents/carers will be charged for the hours that the child has attended. The maximum number of hours that can be claimed each year for universal entitlement is 570 hours. As we are open term time only, this amounts to 15 hours per week.

Extended entitlement can be accessed through a parental application to HMRC. This must be made in the funding period before the child would be eligible for universal EYE. Once the parent/carer has received their eligibility code, they should complete a 30 hours eligibility check consent form (available from the Acorns Pre-school administrator). The code will be checked using the Somerset County Council Early Years Portal and the consent form will be stored securely at Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

If consent is not given for the National Insurance Number and details to be stored and checked through the Somerset County Council Early Years Portal then it will not be possible to access the extended entitlement through Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

The universal and extended Early Years Entitlement can be accessed at Acorns as follows:

- The maximum universal EYE hours that can be claimed per year is 570 hours and the maximum number of extended EYE hours is also 570. This equates to 1140 hours over the year.
- This can be accessed over 38 weeks per year (term time only).
- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.
- Parents/carers can access up to three different providers a week, with a maximum of two different providers a day. Acorns Pre-school will work with other providers in order that parents/carers can access the entitlements effectively.

5.a Two-Year-Old Funding

Parents/carers can apply for two-year-old funding online. The application can be made in the term before the child turns 2 years old. If the application is successful, a copy of the letter sent by Somerset County Council must be presented to the Acorns Pre-school Administrator in order to confirm eligibility and a copy will be taken to keep with the child's records. For more information regarding data storage and use, please see the Data Protection Policy. Parents/carers are also required to provide the birth certificate or passport of the child to copy. Parents/carers can access the 15 hours per week as follows:

- The maximum number of two-year-old funded hours that can be claimed per year is 570 hours.
- This can be accessed over 38 weeks per year (term time only).
- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.

5.b Two-Year-Old Working Families Funding

A child can access two-year-old working families funding through Acorns Pre-school the term after they turn 2 years old. (please visit www.childcarechoices.gov.uk or www.gov.uk/apply-free-childcare-if-youre-working)

This must be made in the funding period before the child would be eligible for two-year-old working families funding. Once the parent/carer has received their eligibility code, they should complete a working families eligibility check consent form (available from the Acorns Pre-school administrator). The code will be checked using the Somerset County Council Early Years Portal and the consent form will be stored securely at Acorns Pre-school.

If consent is not given for the National Insurance Number and details to be stored and checked through the Somerset County Council Early Years Portal then it will not be possible to access the extended entitlement through Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

A copy of the child's birth certificate or passport is required in order to access the universal entitlement. This should be provided when registering the child. If the identification is not provided, parents/carers will be charged for the hours that the child has attended. The maximum number of hours that can be claimed each year for universal entitlement is 570 hours. As we are open term time only, this amounts to 15 hours per week.

- The maximum number of two-year-old funded hours that can be claimed per year is 570 hours.
- This can be accessed over 38 weeks per year (term time only).

- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.

6. EYE or two-year-old funded hours - Over-claiming

In the event of an EYE (universal/extended) or two-year-old funded hours over-claim, the parent/carer will be invoiced for the number of hours that are not covered by funding at the hourly rate shown above.

7. Parent Declaration Forms

Parents/carers must sign a form confirming the number of EYE or two-year-old funded hours that Acorns Pre-school will be claiming within the funding period. This applies for any change to the number of EYE hours that a child attends, also. Parents sign and return the form to the Pre-school Administrator, a copy of this can be provided for parents/carers on request.

8. Extended Entitlement – Re-confirming eligibility and ‘The Grace Period’

It is the responsibility of the parent to reconfirm eligibility through HMRC, who send reminders via email. Failure to re-confirm eligibility will mean that the parent/carer enter a ‘grace’ period. This also applies should the parent/carer have a change in circumstance that means they are no longer eligible. The table below sets out the period that parents will still receive funding and can seek to become eligible again. The school will liaise with the parent/carer should they no longer be eligible, in order to manage transition to universal hours or confirm that the parent/carer will be eligible again before the grace period ends.

Ineligibility decision on reconfirmation	Grace Period Ends
01 January – 10 February	31 March
11 February – 31 March	31 August
01 April – 26 May	31 August
27 May – 31 August	31 December
01 September – 21 October	31 December
22 October – 31 December	31 March

9. Other payment options

Fees must be paid to Acorns Pre-school via BACS, Tax Free Childcare and Childcare Voucher Schemes.

More information about funding and payment schemes can be found through www.childcarechoices.gov.uk or via www.somerset.gov.uk/childrens-services/early-years-for-families.

10. Additional charges

There are no additional charges for services. There may be additional charges in the event of late payment or late collection of children (see Managing Late Fees and Late Collection Fee).

11. When fees are payable or EYE can be claimed

Fees are payable in the event of absences in cases such as holidays or short-term sickness. They are also payable in the event of emergency closures. In the event of long-term illness, parents should talk to the Pre-school Administrator and their child's keyworker.

12. Invoices

Invoices are generated via Tapestry on and will be emailed to you via the email address used to set up your Tapestry account. Hard copies are available on request. Each invoice will state the total number of hours the child is attending for that term and the amount of funded and unfunded hours they will be doing. There is a further detailed breakdown of each session the child is attending on each day and the relevant charges or funded hours.

15. Payment

Payment should be made in advance and can be paid weekly, monthly or as a one-off payment for the term.

Payments are via BACS or through the childcare voucher scheme or Tax-Free Childcare.

16. Managing Late Fees

The Pre-school administrator will manage late fees in the following way:

- a. If fees are not paid within a week after payment is due (weekly or monthly), a First Reminder Letter will be issued detailing the amount outstanding, and the date 7 days after the letter is written, by which time payment should be made. This letter will be handed to the parent, and must be signed for.
- b. If payment is not paid within the next 7 days, a Second Reminder Letter will be issued, which must be signed for, also. This will incur a £10 late fee and will be added to the amount outstanding.
- c. If payment isn't made within the next 7 days, your child's place will be withdrawn until payment is made in full. If your child is entitled to EYE (universal) and they attend more than the 15 hours per week, they will only be able to access the initial 15 funded hours until the debt has been cleared.
- d. If payment is not made, the parent could also be subject to court proceedings or notice to cancel the child's place at Acorns Pre-school (see Notice to cancel a child's place).
- e. If parents are having difficulties in making payments, they should talk to the Pre-school administrator who can help to devise a debt management plan.

17. Changes to child's hours

Changing hours – Pre-school

If Acorns Pre-school need to change the hours of provision, written notice will be given at least 4 weeks in advance of the change.

Changing hours – Parents

If parents/carers wish to change their child's hours of attendance at Acorns Pre-school, they must complete and return a Change of Hours form which is available from, and must be returned to, the Pre-school Administrator. Any request for change requires a 4-week notice period. The form includes a reply slip which will be returned by the Pre-school Administrator which details whether the change is possible (dependent on space available in the requested sessions/on specific days) and the date that the change will take effect. In view of the additional work involved changing hours/days may incur an additional charge of £10.

18. Notice period to cancel child's place

Notice Period for cancelling a child's place – Acorns Pre-school

Acorns Pre-school reserve the right to withdraw or serve notice on a child's place (over universal or extended EYE or two-year-old funded hours) in the event of non-payment of fees or failing to adhere to an agreed debt management plan. The notice period is 4 weeks.

Notice Period for cancelling a child's place – Parents

Parents must submit the Notice to Cancel a Child's Place form which is available from, and must be returned to, the Pre-school Administrator. This includes a slip which will be returned to the parent which details the date of the child's last session at Acorns. The notice period is 4 weeks. If the full notice period is not given, fees will be charged in lieu of notice. If the child receives EYE funding, this will be claimed instead/as well as fees.

19. Late Collection Fee

In the event of a late collection, children will be kept at Acorns Pre-school regardless of circumstance. If parents know that they will be late, they should contact Acorns as soon as possible to let them know.

If no call has been received within 10 minutes of the time the child's scheduled session ends, a member of Acorns staff will attempt to make contact.

The minimum charge for late collection of the child will be £5.75. If the child is due to be collected at the end of the day, the child will be kept at Acorns Pre-school in the After-School Club. For every 15 minutes that the parent is late, the parent will incur a £5.75 charge.

As part of our safeguarding and child protection responsibilities, if there be no contact with parents/carers within 30 minutes, a member of staff will contact Somerset Direct to seek advice and guidance.

20. Links to other policies

- Acorns Pre-school Prospectus
- Data Protection Policy (GDPR)
- Child Protection and Safeguarding Policy

21. Links to Documentation

- Statutory Framework for Early Years Foundation Stage - Safeguarding and Welfare Requirements 1.9.21
- Somerset Local Provider agreement
- Early Education and Childcare – Government Guidance on their website last updated 12 Apr 23.

Financial Contractual Agreement – Parental Permissions:

I agree to Acorns Pre-school Financial Contractual Agreement.

I have been given a copy of Acorns Pre-school's Financial Contractual Agreement.

Parent's signature _____

Date _____

Extended Early Years Entitlement - Reconfirming of eligibility

I am aware that I am responsible to reconfirm my eligibility code for Extended Early Years Entitlement every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed and I agree to pay for these hours.

Sign _____ Name _____

Date _____

Extended Early Years Entitlement - Grace Period

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and do not give sufficient notice about changing my child's hours. I agree to pay for any hours which cannot be claimed.

Sign _____ Name _____

Date _____

Somerset Children in Education



Financial Contractual Agreement

The policy was approved by Governing body on: _____03 July 26_____

Signature of Chair of Governors: _____

The next review date is: _____Jul 26_____

Version Control

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Opening hours

Acorns Pre-school is open Monday to Friday, term time only (38 weeks).

- Breakfast Club: 7.45am – 8.45am
- Pre-school: 9am – 3pm
- After-school Club: 3pm – 5.30pm, Friday till 4.30pm

Fee Rates

As of 01 September 2025, the fee rates are as follows:

We charge by session between 9am and 3pm as follows:

- Morning Session (9am – 12pm) – 2 years olds £22.50, 3-4 year olds £19.50
- Afternoon Session (12pm – 3pm) - 2 years olds £22.50, 3-4 year olds £19.50
- Lunch Club (12pm – 1pm) - 2 years olds £7.50, 3-4 year olds £6.50

3. Reviewing Fees

Fees will be reviewed annually in order that Acorns Pre-school can continue to improve and be able to offer a high standard of Early Years Education to children that is also competitive.

Parents/carers will be notified in writing with 4 weeks' notice. There will be a reply slip attached to the letter that must be returned to the Pre-school Administrator to show that the letter has been received.

4. How to access the Early Years Entitlement (EYE) – Universal and Extended Entitlement

A child can access EYE through Acorns Pre-school the term after they turn 3 years old.

A copy of the child's birth certificate or passport is required in order to access the universal entitlement. This should be provided when registering the child. If the identification is not provided, parents/carers will be charged for the hours that the child has attended. The maximum number of hours that can be claimed each year for universal entitlement is 570 hours. As we are open term time only, this amounts to 15 hours per week.

Extended entitlement can be accessed through a parental application to HMRC. This must be made in the funding period before the child would be eligible for universal EYE. Once the parent/carer has received their eligibility code, they should complete a 30 hours eligibility check consent form (available from the Acorns Pre-school administrator). The code will be checked using the Somerset County Council Early Years Portal and the consent form will be stored securely at Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

If consent is not given for the National Insurance Number and details to be stored and checked through the Somerset County Council Early Years Portal then it will not be possible to access the extended entitlement through Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

The universal and extended Early Years Entitlement can be accessed at Acorns as follows:

- The maximum universal EYE hours that can be claimed per year is 570 hours and the maximum number of extended EYE hours is also 570. This equates to 1140 hours over the year.
- This can be accessed over 38 weeks per year (term time only).
- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.
- Parents/carers can access up to three different providers a week, with a maximum of two different providers a day. Acorns Pre-school will work with other providers in order that parents/carers can access the entitlements effectively.

5.a Two-Year-Old Funding

Parents/carers can apply for two-year-old funding online. The application can be made in the term before the child turns 2 years old. If the application is successful, a copy of the letter sent by Somerset County Council must be presented to the Acorns Pre-school Administrator in order to confirm eligibility and a copy will be taken to keep with the child's records. For more information regarding data storage and use, please see the Data Protection Policy. Parents/carers are also required to provide the birth certificate or passport of the child to copy. Parents/carers can access the 15 hours per week as follows:

- The maximum number of two-year-old funded hours that can be claimed per year is 570 hours.
- This can be accessed over 38 weeks per year (term time only).
- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.

5.b Two-Year-Old Working Families Funding

A child can access two-year-old working families funding through Acorns Pre-school the term after they turn 2 years old. (please visit www.childcarechoices.gov.uk or www.gov.uk/apply-free-childcare-if-youre-working)

This must be made in the funding period before the child would be eligible for two-year-old working families funding. Once the parent/carer has received their eligibility code, they should complete a working families eligibility check consent form (available from the Acorns Pre-school administrator). The code will be checked using the Somerset County Council Early Years Portal and the consent form will be stored securely at Acorns Pre-school.

If consent is not given for the National Insurance Number and details to be stored and checked through the Somerset County Council Early Years Portal then it will not be possible to access the extended entitlement through Acorns Pre-school. For more information regarding data storage and use, please see the Data Protection Policy.

A copy of the child's birth certificate or passport is required in order to access the universal entitlement. This should be provided when registering the child. If the identification is not provided, parents/carers will be charged for the hours that the child has attended. The maximum number of hours that can be claimed each year for universal entitlement is 570 hours. As we are open term time only, this amounts to 15 hours per week.

- The maximum number of two-year-old funded hours that can be claimed per year is 570 hours.
- This can be accessed over 38 weeks per year (term time only).

- These hours can be accessed between 9am and 3pm at Acorns Pre-school. The minimum numbers of hours that can be accessed each day is 3, and the maximum is 6.

6. EYE or two-year-old funded hours - Over-claiming

In the event of an EYE (universal/extended) or two-year-old funded hours over-claim, the parent/carer will be invoiced for the number of hours that are not covered by funding at the hourly rate shown above.

7. Parent Declaration Forms

Parents/carers must sign a form confirming the number of EYE or two-year-old funded hours that Acorns Pre-school will be claiming within the funding period. This applies for any change to the number of EYE hours that a child attends, also. Parents sign and return the form to the Pre-school Administrator, a copy of this can be provided for parents/carers on request.

8. Extended Entitlement – Re-confirming eligibility and ‘The Grace Period’

It is the responsibility of the parent to reconfirm eligibility through HMRC, who send reminders via email. Failure to re-confirm eligibility will mean that the parent/carer enter a ‘grace’ period. This also applies should the parent/carer have a change in circumstance that means they are no longer eligible. The table below sets out the period that parents will still receive funding and can seek to become eligible again. The school will liaise with the parent/carer should they no longer be eligible, in order to manage transition to universal hours or confirm that the parent/carer will be eligible again before the grace period ends.

Ineligibility decision on reconfirmation	Grace Period Ends
01 January – 10 February	31 March
11 February – 31 March	31 August
01 April – 26 May	31 August
27 May – 31 August	31 December
01 September – 21 October	31 December
22 October – 31 December	31 March

9. Other payment options

Fees must be paid to Acorns Pre-school via BACS, Tax Free Childcare and Childcare Voucher Schemes.

More information about funding and payment schemes can be found through www.childcarechoices.gov.uk or via www.somerset.gov.uk/childrens-services/early-years-for-families.

10. Additional charges

There are no additional charges for services. There may be additional charges in the event of late payment or late collection of children (see Managing Late Fees and Late Collection Fee).

11. When fees are payable or EYE can be claimed

Fees are payable in the event of absences in cases such as holidays or short-term sickness. They are also payable in the event of emergency closures. In the event of long-term illness, parents should talk to the Pre-school Administrator and their child's keyworker.

12. Invoices

Invoices are generated via Tapestry on and will be emailed to you via the email address used to set up your Tapestry account. Hard copies are available on request. Each invoice will state the total number of hours the child is attending for that term and the amount of funded and unfunded hours they will be doing. There is a further detailed breakdown of each session the child is attending on each day and the relevant charges or funded hours.

15. Payment

Payment should be made in advance and can be paid weekly, monthly or as a one-off payment for the term.

Payments are via BACS or through the childcare voucher scheme or Tax-Free Childcare.

16. Managing Late Fees

The Pre-school administrator will manage late fees in the following way:

- a. If fees are not paid within a week after payment is due (weekly or monthly), a First Reminder Letter will be issued detailing the amount outstanding, and the date 7 days after the letter is written, by which time payment should be made. This letter will be handed to the parent, and must be signed for.
- b. If payment is not paid within the next 7 days, a Second Reminder Letter will be issued, which must be signed for, also. This will incur a £10 late fee and will be added to the amount outstanding.
- c. If payment isn't made within the next 7 days, your child's place will be withdrawn until payment is made in full. If your child is entitled to EYE (universal) and they attend more than the 15 hours per week, they will only be able to access the initial 15 funded hours until the debt has been cleared.
- d. If payment is not made, the parent could also be subject to court proceedings or notice to cancel the child's place at Acorns Pre-school (see Notice to cancel a child's place).
- e. If parents are having difficulties in making payments, they should talk to the Pre-school administrator who can help to devise a debt management plan.

17. Changes to child's hours

Changing hours – Pre-school

If Acorns Pre-school need to change the hours of provision, written notice will be given at least 4 weeks in advance of the change.

Changing hours – Parents

If parents/carers wish to change their child's hours of attendance at Acorns Pre-school, they must complete and return a Change of Hours form which is available from, and must be returned to, the Pre-school Administrator. Any request for change requires a 4-week notice period. The form includes a reply slip which will be returned by the Pre-school Administrator which details whether the change is possible (dependent on space available in the requested sessions/on specific days) and the date that the change will take effect. In view of the additional work involved changing hours/days may incur an additional charge of £10.

18. Notice period to cancel child's place

Notice Period for cancelling a child's place – Acorns Pre-school

Acorns Pre-school reserve the right to withdraw or serve notice on a child's place (over universal or extended EYE or two-year-old funded hours) in the event of non-payment of fees or failing to adhere to an agreed debt management plan. The notice period is 4 weeks.

Notice Period for cancelling a child's place – Parents

Parents must submit the Notice to Cancel a Child's Place form which is available from, and must be returned to, the Pre-school Administrator. This includes a slip which will be returned to the parent which details the date of the child's last session at Acorns. The notice period is 4 weeks. If the full notice period is not given, fees will be charged in lieu of notice. If the child receives EYE funding, this will be claimed instead/as well as fees.

19. Late Collection Fee

In the event of a late collection, children will be kept at Acorns Pre-school regardless of circumstance. If parents know that they will be late, they should contact Acorns as soon as possible to let them know.

If no call has been received within 10 minutes of the time the child's scheduled session ends, a member of Acorns staff will attempt to make contact.

The minimum charge for late collection of the child will be £5.75. If the child is due to be collected at the end of the day, the child will be kept at Acorns Pre-school in the After-School Club. For every 15 minutes that the parent is late, the parent will incur a £5.75 charge.

As part of our safeguarding and child protection responsibilities, if there be no contact with parents/carers within 30 minutes, a member of staff will contact Somerset Direct to seek advice and guidance.

20. Links to other policies

- Acorns Pre-school Prospectus
- Data Protection Policy (GDPR)
- Child Protection and Safeguarding Policy

21. Links to Documentation

- Statutory Framework for Early Years Foundation Stage - Safeguarding and Welfare Requirements 1.9.21
- Somerset Local Provider agreement
- Early Education and Childcare – Government Guidance on their website last updated 12 Apr 23.

Financial Contractual Agreement – Parental Permissions:

I agree to Acorns Pre-school Financial Contractual Agreement.

I have been given a copy of Acorns Pre-school's Financial Contractual Agreement.

Parent's signature _____

Date _____

Extended Early Years Entitlement - Reconfirming of eligibility

I am aware that I am responsible to reconfirm my eligibility code for Extended Early Years Entitlement every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed and I agree to pay for these hours.

Sign _____ Name _____

Date _____

Extended Early Years Entitlement - Grace Period

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and do not give sufficient notice about changing my child's hours. I agree to pay for any hours which cannot be claimed.

Sign _____ Name _____

Date _____

Additional Information

Can Children Access Funding in More Than One Setting?

Children can access childcare from more than one setting, provided these settings agree to this arrangement and the child does not attend more than two settings on the same day.

If a child is accessing 30 hours of funded childcare, it must be agreed which setting will claim 'universal funding' (the core hours that every child is entitled to) and which will claim the extended entitlement (for working families).

What Happens if a Child is Absent?

Settings can usually continue to claim funding if a child has short-term absences due to illnesses, holidays or family emergencies, and also if a child arrives late or leaves early. However, local authorities often impose a limit as to how much time a child can take off each term before funding is reclaimed.

A child will not usually be offered alternative childcare sessions to make up for when they have been absent.

What Happens if a Childcare Setting Is Closed?

If a setting is closed due to illness, a planned holiday or a family emergency, the provider will not usually be entitled to claim funding for that period. They may be able to offer the childcare at an alternative time/date if this is mutually agreed upon but if this is not possible, they will adjust the funding claim for that term accordingly.

Do Parents/Carers Need to Give Notice?

Some childcare providers will ask for notice if a child is to leave the setting. Details of this will be in their funding policies and contractual agreement.

Do All Childcare Providers Have to Accept Early Years Funding?

No. Providers can make their own decisions about whether or not to offer early years funding as a payment method. They are under no obligation to provide funded childcare places for any or all age groups and have the right to withdraw from accepting funding as a payment method should it not work for their setting.

Is There Any Other Support Available for Children?

- 'Early Years Pupil Premium' (EYPP): This is a small amount added to the hourly rate for a child's core-funded hours. Parents/carers on certain benefits or with 'Looked After Children' may be eligible for this.
- 'Disability Access Funding' (DAF): This is paid to childcare settings if families claim Disability Living Allowance (DLA). This money will be used to fund additional resources, equipment, experiences and/or training that will directly impact the child to whom it is allocated.
- 'Special Educational Needs and Disabilities' (SEND): Childcare settings will make reasonable adjustments to accommodate children with SEND and be aware of their duties about the SEND Code of Practice 2014 and the Equality Act 2010.

Any personal information shared with childcare settings will be strictly confidential and must be stored according to GDPR guidelines.

Where Else Can Parents/Carers Go for Information about Funding?

Each provider will have their policies and procedures for funding, which should be shared with parents/carers before contracts are signed.

There is more information about the childcare support available to parents on the Childcare Choices website.

Early Years Funding: Parent Information

This handy leaflet explains how early years funding works and how parents/carers can access their child's entitlement.



When Can Funding Be Used?

Funded sessions are limited to 10 hours per day and 15/30 hours per week. Funding cannot be used before 6 am or after 8 pm. Some settings may provide funded places during school term times only and others may require parents/carers to 'stretch' the child's hours over the number of weeks they open per year.

Settings can choose their opening hours/days, how many weeks they open per year and when they close for holidays. Each childcare provider will set out which days and times funding can be used as payment for their services. Funded sessions may not be available every day of the week and individual session times will vary between providers. Parents/carers can often access additional privately paid childcare at other times, with fees set at the provider's rates.

Childcare providers should also be able to give parents/carers further information about opening hours, holiday closures, funded sessions, etc.

How Do Parents/Carers Apply for a Funded Place?

Parents/carers who wish to claim funding for working entitlements or due to receiving certain benefits will need to register for an eligibility code on the government website. Once they have a code, they can look for a registered childcare provider. Lists of registered providers offering local childcare places can usually be found online, in places such as the local authority's website.

If parents/carers wish to stretch their annual funding allowance and use fewer hours per week, they should discuss whether this is possible with their childcare provider before officially applying for a place.

Parents/carers must reconfirm their child's eligibility before the date when their current code becomes invalid. They will be sent a reminder every three months to do this. Failure to do so could result in the loss of childcare funding.



Government-funded places are designed to bridge socioeconomic gaps in England and encourage parents and carers into the workplace. All childcare settings providing funded places must follow strict guidelines to claim payments, ensuring their compliance with government regulations and any additional terms and conditions set by their local authority.

When Are Children Entitled to Funding?

Subject to eligibility, each child will be entitled to funded childcare from the term after they reach the required age (e.g. 9 months, 2 years, 3 years).

Child's Birthday	Funded Hours From:	When to Apply:
1 st September – 31 st December	Term starting on or after 1 st January	15 th October – 30 th November
1 st January – 31 st March	Term starting on or after 1 st April	15 th January – 28 th February
1 st April – 31 st August	Term starting on or after 1 st September	15 th June – 31 st July

Parents/carers should check the Childcare Choices website for exact dates when funding for 9-month-olds can begin.

How Many Hours of Funding Will Children Get?

Eligible families are entitled to either 15 or 30 hours of funded childcare per week, for 38 weeks per year. Some providers may allow families to 'stretch' this funding over the weeks they are open throughout the year, accessing fewer hours per week. The total number of funded hours accessed cannot exceed termly allowances and is capped at 570/1140 hours per year.

More details about eligibility and funded hours available can be found on the Childcare Choices website.

Acorns Preschool

Photography and Video Parental Consent Form

Name of Pupil: _____

Name of Parent(s)/Carer(s) _____

Use of Photography or Video

At Acorns we would like to photograph or video children to record and enhance their enjoyment of the curriculum. You can give your consent, or withhold it, and you can change your mind at any time.

(1) I consent to my child being photographed or filmed on video to record and enhance their enjoyment of the curriculum (please tick the box as appropriate):

AGREE ☐ DISAGREE ☐

At Acorns we would like to use photographs and video to communicate with current parents/carers about important school news. We will only do this if we have your consent. You can give your consent, or withhold it, and you can change your mind at any time.

(2) I consent to photographs of my child being used in (please tick the box as appropriate):

- *Preschool/school newsletters* AGREE ☐ DISAGREE ☐
- *the preschool **Facebook** account* AGREE ☐ DISAGREE ☐

At Acorns we would also like to use photographs and video to advertise and market the school to prospective parents and carers. We will only do this if we have your consent. You can give your consent, or withhold it, and you can change your mind at any time.

(3) I consent to photographs of my child being used in (please tick the box as appropriate):

- *on the school website* AGREE ☐ DISAGREE ☐
- *in prospectuses or brochures* AGREE ☐ DISAGREE ☐
- *in preschool/school displays or exhibitions* AGREE ☐ DISAGREE ☐

- in leaflets or flyers about preschool **AGREE** ☐ **DISAGREE** ☐
- in banners or signs **AGREE** ☐ **DISAGREE** ☐
- in display advertising in newspapers **AGREE** ☐ **DISAGREE** ☐

You can change your mind at any time. Just notify the preschool office.

Signed: _____

[Signature of Parent/Care]

Date of Signature: _____

Child Registration Form



Somerset
Council

This form enables you to register children who wish to claim the Early Years Entitlement with Somerset Council. A copy of the birth certificate, or alternative legal documentation must accompany this form as a requirement of the Early Years Entitlement. One form is required per child.

Early Years Setting Name..... Town.....

Child's Legal Name.....

Home Address..... Postcode.....

Phone No..... Date Started at Early Years Setting:.....

Has the family moved into Somerset to work on the EDF Project? Yes/No

Ethnic Origin, please circle below:

White	British Irish Traveller of Irish Heritage Any other White background	Mixed	White and Black Caribbean White and Black African White and Asian Any other mixed background
Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background	Black or Black British	Caribbean African Any other Black background
Chinese or Chinese British	Chinese	Other	Any other background Refused/Prefer not to say

I confirm the above information is correct and that I have read the privacy notice below.

Signed..... Date.....

Please return this form with the legal documentation, saved as a PDF document, by email to:
eyfunding@somerset.gov.uk

Privacy notice:

Notification regarding the processing of personal data supplied on this form

Data Controller – Somerset Council (SC)

Data Protection Officer contact – informationgovernance@somerset.gov.uk

Purpose for processing – The information requested will be used for registering your child with this early years setting to enable the Early Years Entitlement to be paid and where appropriate, to secure additional funding from EDF Energy.

Legal basis for processing – We are processing your personal data because we are required to do so by law.

By Law – Childcare Act 2006 & Schedule 5 of the Deed of Development Consent Obligations relating to Hinkley Point C, Somerset.

Legitimate Interests – SC will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints.

Data Sharing – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access and where appropriate, any early years setting that your child(ren) attends as well as Somerset Councils software supplier, the Department for Education and Ofsted. If Yes is selected on the EDF question, statistics will be shared with EDF Energy but no personal data will be shared.

Transfers abroad – this data is held within the EU and is accessible by the approved application provider.

Data Retention – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

Your Rights – You have the right to ask Somerset Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: If you do not supply this information to us, we will not be able to register your child with this setting to enable the Early Years Entitlement to be paid.

For more information see www.somerset.gov.uk/privacy

Early Years Foundation Stage Framework

Information for Parents and Carers

What Is the Early Years Foundation Stage Statutory Framework?

The Early Years Foundation Stage (EYFS) statutory framework is a government document that all schools and Ofsted-registered early years providers in England must follow. It sets standards for the learning, development and care of your child from birth to 5 years old. The standards ensure your child will learn and develop well and are kept healthy and safe.

★ What Will My Child Be Learning?

The EYFS framework outlines seven areas of learning and development and educational programmes. There are three **prime** areas of learning, which are particularly important for your child's development and future learning:

communication and language

personal, social and emotional development

physical development

There are four **specific** areas of learning, through which the prime areas are strengthened and applied:

literacy

mathematics

understanding the world

expressive arts and design

Early years practitioners also use your child's needs and interests to plan challenging and enjoyable activities and experiences.

★ How Will My Child Be Learning?

The EYFS framework identifies the essential role of play in your child's development. It is through both child-led play and play guided by an adult that your child will develop confidence and relationships with others. Through play, EYFS practitioners will help your child to extend their vocabulary and develop their communication skills.

The EYFS framework identifies three characteristics of effective teaching and learning:

playing and exploring

active learning

creating and thinking critically

A greater focus on teaching specific skills will occur as your child progresses through their reception year, which will help them to prepare for year one.

★ How Will I Know How My Child Is Doing?

Each child in the EYFS has a key person who will work in partnership with you, sharing information about your child. EYFS settings may also use observations to share your child's key achievements.

EYFS practitioners use their professional knowledge to understand your child's level of development. If they have any concerns about your child's progress, they will discuss these with you.

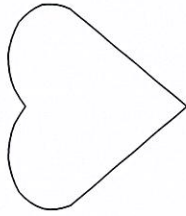
Three formal assessments take place during the EYFS:

- Two-Year Progress Check (this will happen between the ages of 24 to 36 months)
- Reception Baseline Assessment (at the start of the reception year)
- Early Years Foundation Stage Profile (at the end of the EYFS)



Your child's Early Years Foundation Stage Profile will be shared with you at the end of the EYFS. This will inform you of your child's progress and whether they have met or are continuing to work towards their early learning goals (ELGs). There are 17 ELGs your child is expected to achieve by the end of the EYFS.

All About Me



My home language is:

Things I like to do:

My favourite toys are:

If I am upset you can comfort me by:

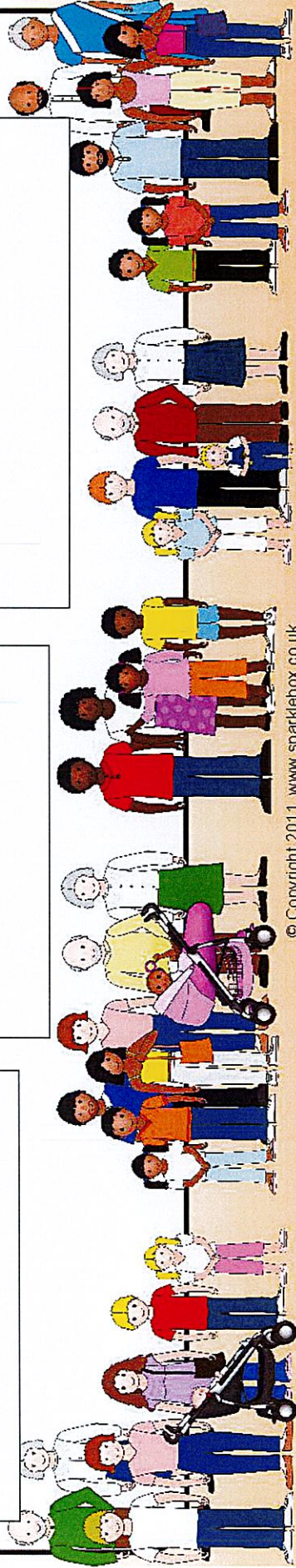
My name is:

I am years old.

My family are:

My favourite books are:

My friends are:



FESTIVALS

Dear Parents/Carers,

As part of the EYFS curriculum, we introduce children to a range of cultures and beliefs. We tell stories, listen to music, dance, eat food and use everyday resources which reflect a wide range of cultures.

We will be discussing different people's beliefs and cultures.

Your answers to the following questions will be kept confidential and will help us adopt an inclusive and sensitive approach when incorporating the celebrations of festivals into our practices.

Which festivals, if any, do you celebrate?

If you celebrate a festival, how do you celebrate them?

How do you feel about your festival(s) being celebrated in preschool?

Would you like to support us or come and talk to us about the festivals you celebrate?

THANK YOU FOR PROVIDING THIS INFORMATION

