



Dear Parents/Carers,

Welcome to The Rainbow Montessori Nursery School. We have our own unique approach to Early Years Education which we hope you will come and experience by visiting us. We look forward to welcoming you to the setting and hopefully to your child joining us in the future.

If you have any queries or need to contact us for any reason, please see contact details below.

Email [rainbows@winscombemontessori.co.uk](mailto:rainbows@winscombemontessori.co.uk)

Telephone 01934 708325

Kind regards

The Rainbow Montessori Nursery School.

**Abacus Nursery (SW) Limited. Company Number: 07590216**

**Registered in England & Wales, 293 Cheddon Road, Taunton, Somerset, TA2 7BA**



# Aims

## **The Rainbow Montessori Nursery School aims:**

- To provide excellent quality education for children.
- To create a happy, safe and stimulating child based environment.
- To acknowledge that each child wants to learn and must be allowed to develop naturally at their own pace.
- To treat each child with respect and as an individual.
- To acknowledge that the early years are vital and that each child needs every opportunity to strengthen positive attitudes towards themselves and others.
- To ensure that from a solid foundation, the child grows to be a confident and a competent learner for life.
- To enable children to become happy, confident, purposeful and independent.
- To ensure that each child feels nurtured and an important member of the group.
- To provide equal opportunities for all staff, children and their families.
- To recognise the importance and advantages of partnership with parents and the wider community.

At The Rainbow Montessori Nursery School we are committed to our social, ethical and environmental responsibility and aim to treat children, parents and carers and the wider community as we would wish to be treated ourselves. Our aim is to promote good citizenship.



# Practicalities

## Hours

Our current opening hours are 09.00am or 8.15 (breakfast club) until 4.30pm Monday to Thursday or 5pm if needed (including Tea) and Friday 09.00am or 8.15 (breakfast club) until 4.30pm.

We operate during term times.

## Lunches

Hot lunches are provided at an additional cost or alternatively you can provide a packed lunch from home.

## Nappies

We ask parents to supply nappies and wipes.

## Record Keeping

Development records are kept on all children attending our nursery and will be passed onto you when your child leaves. They are available for parents at any time.

## Registration

The Rainbow Montessori Nursery School is registered and inspected by Ofsted. As such we deliver the Early Years Foundation Stage through the Montessori Philosophy.

## Funding

We are registered with North Somerset Council enabling parents to access the nursery education grant for children aged 3 – 4 years. We also accept two different 2 year old fundings: one for low incomes and disabilities and another for working families. (These require an application to N. Somerset) We also accept 9 month old funding. In addition we accept Childcare Tax Credit as an element of Working Tax Credit which may help parents through the tax system with the payment of their child's fees.

## Uniform

Uniform sweatshirts and polo shirts are worn by the children. A sweatshirt and polo shirt is included with the 2-4 year old £65 registration fee. Additional garments can be purchased in sizes 2 to 5 years. We do not currently provide uniform for under 2 year olds. If your child is registered before their 2nd birthday, you will receive the uniform when they turn 2.



# Learning and Activities

Our priority at The Rainbow Montessori Nursery School is that every child is secure and happy. Each child has two key workers who build a warm and caring relationship with your child, so that individual needs are responded to.

Our nursery, both indoors and outdoors, has been created to cater for all children. Our indoor area is welcoming, spacious and comfortable, providing activities and resources which stimulate the child's exploration of the environment and the natural world. Our outdoor area reflects our indoors, and provides activities that are not only fun but also challenges the child both mentally and physically.

As a Montessori nursery, we follow the teachings of Maria Montessori, who was an innovative educationalist and believed that every child was an individual, and their natural potential should be nurtured to help them learn and develop. Her teachings and principles influenced early year's education and are followed throughout the world.

As well as following the Montessori curriculum, we also follow the Early Years Foundation Stage framework which has been developed by the government for children from birth to five years old and is a mandatory for all Ofsted registered childcare providers. The principles of the EYFS are expressed in terms that are very familiar to Montessorians; that each child is unique; that positive relationships enable children's development and learning; and that children learn in different ways and at different rates. The EYFS also includes certain learning and development requirements and goals which are organised within seven areas of learning: (Communication & Language; Physical Development; Personal, Social and Emotional Development; Literacy; Mathematics; Understanding the World and Expressive Art & Design). The Montessori curriculum includes and expands on these areas of learning.

All our activities are carefully arranged on the shelves so that children can find what they want and help themselves to the materials. The activities are grouped into subject areas of the Montessori curriculum.

## **Practical Life**



Activities which help children to develop their motor skills and independence such as pouring, threading, spooning, sewing, using buttons, polishing etc.

### **Sensorial**

Activities which help children to explore their senses and develop an understanding of shape, size, pattern etc.

### **Mathematics**

We have a wide range of activities from early number rhymes and number games, to materials which help children to learn about numbers.

### **Literacy**

Children learn a love of literacy by using a wide range of materials we have available. These include books, story sacks, sandpaper letters, and many different language games.

### **Knowledge and Understanding of the World**

Children are fascinated by the world around them and we encourage this interest by helping them to make sense of their world. We are able to support children's interests in activities concerning animals, plants, magnets, space, the world etc.

### **Creativity**

We believe in individual creativity and provide activities that help to develop this such as paint, crayons, collage, play dough, clay, cutting etc.

### **Extra Activities-Value creativity.**

These activities will run on a rota so that all children can experience

- Messy Play afternoons - Children have open ended resources.
- We have weekly afternoon Forest School sessions where the children go out of nursery to discover the natural environment. (Tuesday)
- Physical afternoon - Children will be able to use apparatus to develop their gross and fine motor skills.
- We have a qualified teacher who comes in once a week who takes small groups for music.



- Cooking

We believe in offering children a variety of experiences and that it is our duty to do so. Consequently all extra activities are included in the fees, and form part of a daily session.

### **Toddlers**

On Thursday mornings between 10.00am and 11.15am we hold a special toddler group. This is for children aged between three months and three years old.

During this session there is a fun music session where songs and rhymes are introduced as well as basic musical concepts such as stop / start, loud / soft up/down.

This is followed by a play session where babies and toddlers are introduced to early Montessori activities, Treasure Baskets, Heuristic play and creative activities.

Refreshments are provided for the adults.

The first session is free and there is a small charge for sessions thereafter.



## Staffing List:

Position in setting	Name	Qualifications
Manager & Designated Safeguarding Lead	Hayley Wade	BA (Hons) with QTS Diploma in social care
Deputy Manager & Designated Safeguarding Lead	Nikki Bristow	NVQ3 Childcare, Learning & Development Montessori Apparatus Certificate
Deputy Manager Preschool room lead Deputy Designated Safeguarding Lead Montessori Nursery Teacher	Lizzie Griffiths	Montessori Diploma Level 4
SENCO, 2 year old room lead & Deputy Designated Safeguarding Lead Montessori Nursery Teacher	Sam Hart	Montessori Diploma Level 4
Nursery Teacher Music Teacher	Anna Clements	BA PG Cert Ed QTS
Early Years Educator	Liz Knowles	BA (Hons) EYTS
Early Years Educator	Susan Gould	NVQ3 Childcare Learning & Development
Early Years Educator 0-2 year old room lead Deputy designated safeguarding lead	Kelly Hancock	NVQ3 Childcare, Learning & Development
Early Years Educator	Kath Mitson	NVQ3 Childcare, Learning & Development
Early Years Educator	Tracey Miell	NVQ3 Childcare, Learning & Development
Early Years Educator	Ann-Marie Bellew	TQUK Level 3 Diploma
Early Years Practitioner & L3 apprentice	Emma Mahoney	Cache L2 Diploma



# Teamwork

Teamwork is very important to us and is the foundation to all that we do and the way that we do it.

## **Staff**

Great care is taken in recruiting, and staff have been chosen for their personal attributes as well as their qualifications and experience in early years education. These attributes are essential for creating and maintaining a quality environment which includes enthusiasm, commitment, a sense of care and compassion, the ability to work hard, to have fun and make a difference.

The Rainbow Montessori Nursery believes in learning and that learning never ends. Continuing Professional Development is based on agreed training needs following annual staff appraisals, and staff interests. We also provide regular in house Montessori training.

## **Key Person**

Each child is assigned two Key persons. Key persons are an essential part of early year's education as research has shown that the development of young children is heavily influenced by the nature of the relationship they have with those around them. We have a two key person system in place, so that if anyone is off or a child changes their day, we can continue to provide a stable environment, without any disruption to your child feeling secure.

At The Rainbow Montessori Nursery School, we pride ourselves in maintaining a happy, satisfied staff team so as to promote a secure and stable environment for the children. Not only does the Key person establish a special relationship with the child, they are also responsible for overseeing progress and maintaining a developmental record. Key persons are responsible for planning activities and assessing children's achievements, activities, and daily routines.

## **Parental Partnerships**

The Key person is the initial point of contact for parents to discuss your child's development and hope that you, as your child's first and foremost educator, will share experiences and milestones with us. We value our teamwork with parents, and this partnership means good communication, an understanding of mutual needs and the strengthening of good relations. We welcome parental involvement from cooking to assisting with fundraising from spreading the word about us to participating in our training, we promise that your involvement will always be welcome.



# FAQS

## **Who was Maria Montessori?**

Maria Montessori was born in Italy in 1870. In 1896 she was the first woman to graduate in medicine from the University of Rome. She began working with mentally retarded children, beginning her lifelong work on child development. In 1907 she opened her first nursery in Rome and the Montessori system of education was founded. The method, based on her intuitive observations of the way a child learns, spread worldwide and has survived to this day.

## **What is the difference between a traditional Pre-School and Montessori?**

Montessori represents an entirely different approach to education, allowing the child to develop in a natural way. Montessorians believe in the innate potential of the child and his/her ability to develop in an environment that is based on freedom and love. The prepared environment is calm, peaceful and appropriate to the child's needs.

An important factor in Montessori education is that young children learn by doing. The method emphasises learning through the five senses, not just listening, watching, or reading. Child sized sensorial equipment together with languages, mathematics and science materials, practical life exercises and cultural and environmental activities are offered to the child.

In a Montessori classroom, children learn at a rate that is appropriate to their development. They are able to choose activities from hundreds of possibilities and learning is an exciting process of discovery, leading to concentration, motivation, self-discipline and love of learning. The result of the Montessori Method is that each child is given the best possible conditions that promote physical, social, emotional and intellectual development, helping the child to fulfil their potential.

## **How would my child's special needs be catered for?**



We have an inclusive admissions policy and encourage all children to reach their full potential. If you are interested, please contact us to discuss your child's particular needs so that we can ensure that he/she will benefit fully from our environment.

If my child only follows his/her interests, does that mean they will miss out on other things?

This is unlikely. The curriculum is integrated and once a child's interest is stimulated, a broad and balanced process of education begins. Because of the training a Montessori teacher receives we have a deep understanding of individual children and a knowledge of any areas that are being avoided. This means that the teacher can address this. Also, an area that does not appeal to a child one term, may be a source of endless fascination the next.

We have a vast experience of expertise and have cared for children with social communication needs, Cerebral Palsy, Cochlear Implants, speech and language difficulties, Downs Syndrome and more. As every child is different we plan a holistic developmental programme which ensures all their needs are met, taking into account their specific difficulties. We also work closely with outside agencies to ensure we follow the guidelines suggested by the professionals.

We have a dedicated Special Educational Needs Co-ordinator that works closely with parents to ensure the individual child's needs are met.



## Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
	Fish goujons, wedges & broccoli  Fruit salad & Greek yoghurt  D, F, G	Vegetable lasagne Sweetcorn & peas Garlic Bread  Fruit Yoghurt  G, D	Pork with sage stuffing Roast potatoes Broccoli  Fruit salad & Greek yoghurt  E, S(may contain), D	Sliced chicken Mashed potato Cauliflower  Fruit salad & Greek yoghurt  D	Shepherds pie Vegetable medley  Fruit salad & Greek Yoghurt  D
	Pizza G, D	Beans on Toast G	Ham / cheese sandwiches G, D	Cheesy pasta G, D	
	Lentil bolognese Penne pasta Mixed veg  Peaches & greek yoghurt  G, D	Breaded cod Wedges Mixed veg  Fruit salad & greek yoghurt  G, D, F	Roast Beef Roast potatoes Peas & sweetcorn  Fruit yoghurt  D	Chicken Curry Basmati yellow Rice Mixed veg  Fruit salad & greek yoghurt  G, D	Penne Pasta in tomato/basil sauce Broccoli & peas  Fruit Salad with greek yoghurt  G, D
	Cheese sandwiches G, D	Jacket potato with cheese D	Beans on Toast G	Eggy Bread G, E	
	Moroccan Bean casserole Basmati rice broccoli	Tuna pasta bake Broccoli & cauliflower  Bananas &	Sliced chicken Mashed potatoes Peas & veg medley	Roast lamb Roast potatoes Green beans  Fruit salad with	Pork meatballs Mashed potatoes Summer veg



	Fruit & greek yoghurt D	greek yoghurt G, D, F	Fruit Salad with greek yoghurt D	greek yoghurt D	Fruit yoghurt G, D
	Pizza G, D	Cheese sandwiches G, D	Eggy Bread G, E	Jacket potato with cheese D	
	Cottage pie/ vegetarian cottage pie Mixed veg  Fruit salad with greek yoghurt D	Macaroni Cheese Broccoli  Fruit salad with greek yoghurt G, D	Fish goujons Wedges B Beans  Fruit salad with greek yoghurt G, D, F	Beef lasagne Garlic bread mixed veg  Fruit yoghurt G, D	Roast Pork Roast potato Green beans  Fruit salad with greek yoghurt D
	Cheese omelette, bread & Butter G, E	Fish finger sandwiches G, F	Toasted muffins G, D	Pizza G, D	

Please note that this is a sample menu and alternatives can be arranged for those children with specific dietary requirements.



## Payment and Charges Policy

### Registration

**A one-off payment of £65** is required when a child is registered with The Rainbow Montessori Nursery School. This non-refundable payment covers administration costs as well as the cost of a sweatshirt, and a polo shirt, a settling-in session and **reserves your child's place at the school**. (The fee does not apply to children with 2-year-old funding (disadvantaged) – however sweatshirts and polo shirts can be purchased if required). If your child is registered before their 2nd birthday, you will receive the uniform when they turn 2.

### **Supplementary Charges for sessions**

#### Session charges

We charge for the following sessions in advance

	Times
Breakfast	8:15 am - 9 am
AM	9 am – 12.45pm
PM	12.45pm – 4.30pm
Tea	4:30 pm – 5.00pm

The Quality Supplementary & Sustainability Sessional charge to attend our Montessori Setting for 0-4-year-olds is charged to cover the additional costs of quality care and education of a child. This includes specialist Montessori trained staff, specialist Montessori Materials, a generous staff: child ratio, online parent and management system, daily morning and afternoon snacks (and a light tea for those that stay until 5pm), and the provision of care of the children over the lunch period. Activities outside of the EYFS are also provided, as part of this charge, examples such as Forest School, cookery and music with a specialist music teacher.

A Breakfast session is also available from 08:15-09:00. This is an additional service to our usual funded hours and is charged separately. Breakfast is provided for the children attending this session.



Hot lunches are also available at an additional cost. There is no extra charge for bringing a packed lunch.

When fees are reviewed we try to ensure, where possible, a minimum of 4 weeks' notice is given. Fees are reviewed annually by the 1st April.

### Payment of Fees

- Invoices are sent out for payment at the beginning of September, end of December and in April. Parents have the option of paying in full or in 2 instalments in advance.

Payments must be made by the dates specified on the invoice. If parents anticipate problems with paying on time, please advise the nursery manager as soon as possible.

- Late payment/ Non-payment of fees procedure: After one week of non-payment or late payment, you will receive a verbal/email reminder. After two weeks of non-payment, we will suspend the childcare place, and children will not be allowed to come into the nursery until the fees are paid in full. **A late payment of 2% per week will also be applied until payment has been received.** Fees will still be applicable during the weeks the nursery suspends the place. If the fees are not paid in full after four weeks, the nursery will terminate the contract and send a letter to confirm this. Once a child's place has been forfeited, the Nursery will pursue payment of unpaid fees via debt collectors and small claims court. All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.
- Refunds are not made for sessions missed by a child, for example, due to illness or holiday or for sessions missed because of the temporary closure of the nursery, for example, due to bad weather or a viral epidemic. This is because the nursery's overheads such as rent and staffing costs still have to be covered. If the nursery is closed for more than 1 week (5 nursery days) the situation will be reviewed by management.
- Fees can be paid by payment schemes such as Employer Voucher Schemes, or via Child Free Tax Credits - otherwise payments are to be made via online banking. Details of our bank details are on every invoice. Parents are encouraged to access Child Free Tax Credits – details can be found at [childcarechoices.gov.uk](http://childcarechoices.gov.uk).
- Whilst we endeavour to keep costs to a minimum for outings and visits, parents will be requested to make a payment to cover the cost.
- Notice period: Ideally one 'term's notice' is required if you wish to remove your child from The Rainbow Montessori Nursery School or you wish to decrease the number of sessions that your child attends. For example, if you wish to cancel your place for the Summer term (starting 23<sup>rd</sup> April) this should be done before the start of the previous half term on (14<sup>th</sup> February, however speak to the Manager if this is a problem or there is a valid reason for the need to change.



- Recent changes in the North Somerset Funding requirements suggest that funding can also be only changed on a termly basis (not monthly as before) – they require you to complete a Parent Declaration Form which will be supplied by us. The first claim you make requires us to see an original birth certificate. The claim will not be successful without a birth certificate.
- Should any additional costs be required to support the child through its development and learning at The Rainbow Montessori Nursery, an additional fee will be sought from parents to cover this cost in order to ensure and maintain the nursery's' delivery of quality education and care.
- By registering your child you are agreeing to this fee policy and to pay the fees enclosed.

### Nursery Fees

#### Fees for non-funded children (and those attending more hours than covered by funding)

Time	Under 2 years old	Cost including lunch	Over 2 years old	Cost including lunch
08:15-09:00	£9.65		£9.65	
9.00 am – 12:45 pm	£40.95	£45.10	£36.25	£40.40
12:45 pm – 4.30pm	£40.95		£36.25	
4:30 am - 5:00 pm	£6.50		£6.50	

#### Fees for Funded children with quality supplement and sustainability charge

Time	Under 2 years old	Over 2 years old
Breakfast session (non-funded) 08:15-09:00	£9.65	£9.65
<b>Morning session 9.00 collection at 12:45pm</b>	<b>3.00</b>	<b>£13.50</b>
<b>Afternoon session 12:45pm collection at 4.30pm</b>	<b>3.00</b>	<b>£13.50</b>
Full day session 9am collection at 4.30pm	6.00	£20.55
Tea session (non-funded) 4:30 - 5:00	6.50	£6.50
Hot lunch	£4.15 (over 12 months only)	£4.15
Additional hours	10.87 per hour	£9.65 per hour



***Late collection – please take note.***

*Children must be collected promptly at the end of their agreed class time. Parents/Carers should note that a late collection charge of £5.00 for every 10 minutes will be charged. This is because we have to pay overtime for staff to care for your child. Collection times are: 12:45pm, 4.30pm or 5pm*

*Please tell us if you need to collect your child earlier.*



# Registration Form

## Step 1. Registering your interest

Child's full name			
Date of Birth		Gender	
Home address			
Postcode			
Does your child have any special conditions, disabilities, allergies or dietary conditions			
If yes, please give details			
Is there any other information you would like to give regarding the welfare of your child?			
Please tell us more about your religion, and other cultural/ special events you celebrate as a family.			
What is the language spoken in the home?			

## Details of parents/carers

	Details of parent/carer	Details of parent/carer
Full name		
Relationship to child		
Home address (if different from child's address above)		



Home tel no		
Mobile no		
Work tel no		
Email address		
Please give any details here about yourself that might be relevant to the care of your child (or you) in the event of an emergency		
What are the ages and names of any siblings in the family?		
Who would you like the invoices to be sent to?:		

**Details of Nursery place required**

Requested date of admission to nursery. \_\_\_\_\_

Registration forms will be dealt with in the order they are received and session offers are subject to availability on the days requested. If a session is not available we operate a waiting list.

Session	Mon	Tues	Wed	Thurs	Fri
Breakfast care (08:15-09:00)					
Morning (09:00-12:45)					
Afternoon session (12:45-16:30)					
Tea (16:30-17:00)					
Is there any flexibility with your preferred sessions?					



Please indicate whether you would require a hot lunch (at an extra cost) or will be providing a packed lunch. Not applicable to children under 12 months.

Meals	Mon	Tues	Wed	Thurs	Fri
Hot Lunch required					
We will bring packed lunch					

In order to register your child at the nursery a non-refundable registration fee of £65 is required to be paid in advance. Please either send by BACS to HSBC, Account No 74012593, sort code 40 14 13, Account name: Abacus Nursery (SW) Ltd t/a The Rainbow Montessori Nursery School. We can also accept a cash payment. Please see our fee policy for our deposit terms and conditions.

Where did you hear about us?	Search engine
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I understand that until the registration fee has been paid, a space at the Nursery is not guaranteed (this is not required for those in receipt of the 2 year funding for those on Government support). Once a deposit is paid we will confirm the session days and times.

Prior to your child starting our Nursery, a member of staff will contact you to arrange a settling visit to the nursery. This is an opportunity for two members of staff, one manager and usually the child's future key worker to introduce themselves to you and your child and to get to know you as a family. It is an opportunity to discuss your child and questions can be asked about the nursery.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name. \_\_\_\_\_

Relationship to child. \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name. \_\_\_\_\_

Relationship to child. \_\_\_\_\_



### Funding Document - Rainbow Montessori 2025/2026

Child's details (to be completed by parent/carer)			
	First name	Middle Name(s)	Last Name
Legal name:			
Chosen name:			
Date of Birth:		Gender:	
Date of Birth Evidence (please tick)	Birth Certificate:		
	Passport:	Other:	
Ethnicity:			
Home Language:		First Language:	
Address: (inc postcode)			

Name of Parent/carer at this address:			
Does this child normally live with this parent/carer?	Yes / No		
National Insurance Number:		DOB:	
Home Tel:			
Work or Mobile Tel:			
E-mail:			

Name of Parent/carer 2:			
Address (inc postcode)			
Does this child normally live with this parent/carer?	Yes / No		
National Insurance Number:		DOB:	
Home Tel:			
Work or Mobile Tel:			
E-mail:			



<u>15-hours of funding (Universal)</u>	
Economic eligibility (found through the citizens portal)	TYF 878- _____ - _____
Date when child is eligible to start:	
Or	
Universal funding (15 hours)	50 _____
Date when child is eligible to start:	
Full funding to be used at Rainbow? (please tick)	Yes No
If No, please specify setting where funding is used and hours:	
<u>30-hours of funding (Extended)</u>	
Working Families - Extended funding (30 hours)	50 _____
Date when child is eligible to start:	
Full funding to be used at Rainbow? (please tick)	Yes No
If No, please specify setting where funding is used and hours:	
<u>Confirmation of Contract</u>	
Contract 1 (Pay full fees at Rainbow)	
Contract 2 (Use Funded hours and agree to pay Quality supplement and sustainability charges)	
Contract 3 (Funded hours only contract - speak to Manager before requesting)	



### Parent Declaration

Please tick to show that you understand and agree with the following conditions of the entitlement to free early education:

- I confirm that the information I have given on this form is complete and accurate. I will inform my provider if any of these details change.
- I understand that my child's entitlement to early years education will not start until I have provided evidence of their date of birth and proof of eligibility for my two-year-old as appropriate and I will provide a copy of this evidence for North Somerset if requested.
- I confirm that when my child is eligible for the early years education funding, I will tell my provider at the beginning of each funding period how many hours I will be claiming and if my child is attending elsewhere.
- I will ensure that my child attends regularly and I will inform my provider if my child is unable to attend.
- I understand that if I have given false information on this form, I may be asked to reimburse the provider.
- I understand that personal information on this form is held on a secure database by North Somerset Council (NSC) for the duration of the time that my child receives education related funding from NSC and will be used only for local authority education funding purposes.
- I confirm that I have read the EYE Parent Policies & Procedures. I understand the conditions set out in the document and agree to abide by them.

Signed:	
Print Name:	
Relationship to child:	
Date:	

### Provider Declaration and Data Protect (to be completed by the provisioner)

Signature:		Print Name:	
Position:		Date:	

The Rainbow Montessori Nursery School-  
Early Years Entitlement Policy and Procedure



Rainbow Nursery is registered with North Somerset Council (NSC) to accept the 'Universal' and 'Extended' Early Year's Entitlement (EYE).

Some children are entitled to use funded hours from the term after they turn 9 months, until they start school. For the pre school our 2,3 and 4 years are eligible to apply.

All children will be eligible for 15 hours (or 30 if eligible) of funding from the term after they turn 3, until they start school.

This allows your child to attend an Early Years setting for up to 570 hours a year (Universal) with funding hours deducted from their invoice until they start School. A Parent Declaration will need to be completed each term which you can photograph if you wish to have your own copy.

We will keep the completed copy for seven years in line with our GDPR Policy.

There are three academic terms each year- Autumn (Sept-Dec), Spring (Jan-March) and Summer (April-Aug).

Eligible parents can access an extra 570 hrs (Extended) to total 1140 hours per year, funded, until they start School. An eligibility check list for some initial guidance is available at:-

<http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

To receive the 'Extended' hours you will need to apply online at

<https://childcarechoices.gov.uk> or <https://www.gov.uk/childcare-calculator>. You will not need to apply if you only want to claim the universal hours (when 3) These sites also hold information re the Tax-free childcare and other benefits that could reduce your childcare fees. Those who are eligible will be directed to the digital childcare service.

As part of the application process, you will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner (if you have one). You will also be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits. This information will help HMRC decide whether you (and your child) are eligible for the Extended hours. At the start of the application process, you will create a Government Gateway account (if you don't already have one). If you encounter any problems with the application process or accessing the childcare account, you should direct your queries to the Childcare Service Customer Interaction Centre on 0300 123 4097. At the end of the application process, you will have a childcare service account. In the "secure messages" section of their account, you will receive messages regarding your eligibility. If



you are eligible for the Extended hours, you will be given an 11 digit 'eligibility code' for your child. You can find your eligibility code in the '30 hour's free childcare section' of your childcare service account. You will need to provide this code along with your National Insurance Number to Abacus to claim your 'Extended' hours place. These codes normally start with '5000'. However, there are a small number of cases where parents might have a temporary code starting with '11'. This code along with your National Insurance Number will allow us to confirm validity with SCC and MUST BE provided in advance of the term starting. Without this we would be unable to give the 'Extended' deduction from your child's fees. The initial application can take time, so we recommend you apply for your code in advance. If you provide your code late or you become eligible midterm, the 'Extended' entitlement can be claimed at the beginning of the next term.

To check that you remain eligible you will need to reconfirm every three months the details you entered on your application are still accurate. So you don't forget (and lose the funding) you will be prompted (via text message and/or email; four weeks before your reconfirmation deadline and again two weeks before the deadline if you still haven't reconfirmed. If your circumstances have changed, you will need to log into your childcare service account, amend your details and then resubmit. If your circumstances have not changed, you only need to reconfirm your details. Should you miss the reconfirmation deadline, and you receive a message telling you that your eligibility has lapsed or your situation has changed and you are no longer eligible, the Local Authority will allow a 'Grace Period' during which time you will continue to receive the 30 hour funding. Please let the office know as soon as you are aware of this. The 'Grace Period' depends on the month you become ineligible. Should your situation during the Grace period not change and you remain ineligible, we will review your EYE deduction and produce a new fee spreadsheet (you will continue to receive the universal EYE if your child is 3). When/if your situation changes you can reapply for the Extended entitlement.

Please note codes must be with us and validated **before** the term starts (Sept/Jan/April) for you to access the funding for that term.

If you wish to change days or sessions when your child is using funding we ask that this happens at the start of each term and that a full calendar months' notice is given. Changes during the term should be possible, but this must be discussed with management as early as possible as this impacts funding hours used and your invoice.

This funding can be claimed at more than one setting (maximum of 2 in any one day). It is your decision where you choose to claim funding and the number of hours you use. The total balance must not exceed the allocated hours for that term.



Government funding is intended to cover the cost of delivering 570/1140 free, high quality, flexible childcare hours. Unfortunately, the hourly rate paid by DFE through North Somerset Council does not cover the hourly rate we charge. In line with the Code of Practice for the deliverance of EYE, every setting can choose which proportion of their provision they offer completely free and what additional services they need to charge for. Our session/daily rates include the costs of meals if required, consumables, additional services over and above the delivery of the Early Years Foundation Stage (EYFS) Curriculum provision and represents the true cost of providing our normal exceptional full service. As a Montessori setting, we pride ourselves in adopting the Montessori method of education which was developed in the 1870's whilst supporting and complementing the Early Years Foundation Stage (EYFS)

To maintain a sustainable business for our existing children, their families and our staff and continue to deliver the exceptional levels of childcare and education we pride ourselves and feel parents and children deserve, we offer three different Fee contracts. Whilst the majority of the families that attend Rainbow Nursery require full day care, we are mindful that some families only wish to use their EYE. We feel these three contracts will meet the needs of all the families attending Rainbow Nursery whilst adhering to the requirements of the Code of Practice.

Contracts available

**Contract One:**

Pay full fees allowing you to enjoy and benefit from all the quality supplement session and sustainability charges detailed under contract two.

**Contract Two**

Fee paying using funded hours (our most popular contract) - allows you to continue with your current payment arrangements. Your child will enjoy and benefit from the following quality supplement and sustainability services (this is a non-exhaustive list) whilst using the funded hours to reduce your termly fees.

- A Guaranteed place until they leave to start School
- Days/sessions in line with parents' personal needs (subject to availability)
- Excursions and visits to the local area (other outings may be charged additionally for)
- Enrichments like; Montessori trained staff and curriculum, Forest rangers, music, sport classes (these will vary)
- Parent's 'information' evenings
- Extra sessions/days where required and availability allows



- A fully comprehensive Online Development Journal - Tapestry

Your funded hours will be deducted from your invoice. The balance due, to cover the cost of the quality supplement session and sustainability charge and any hours not covered by the funding will need to be met by you.

Contract Three :- Government Funded hours only -This contract offers a totally free place and is available to parents not needing the security of a guaranteed place until their child starts School or requiring set sessions/days. As no 'quality supplement session and sustainability' charges are made, the session times will be 10.30am-1.30pm (Universal hours) or 10.30am-4.30pm (Extended hours).

By choosing this contract you will not be able to access the quality supplement session and sustainability services listed under 'Contract Two'. To access these services Contract one or two can be converted to, at any time. If you would like to be considered for this contract, it is imperative that you discuss this with the Nursery Manager prior to signing up.

Every child will of course benefit from a high quality level of childcare/EYFS education monitored by their Key Person (proportional to the hours they are attending), a staff team who hold relevant childcare qualifications, an extensive range of excellent resources including an outdoor play area, regular feedback and where required involving Outside Agencies to ensure we meet every child's emotional and developmental needs.

As part of our 'New child' paperwork we request a copy of your child's Birth certificate (or legal document i.e. passport) and a completed NSC Child Registration Form (both of these are returned to NSC). Without these documents NSC will not be able to allocate funding for your child and you will be charged at the normal rate until such time these documents reach County, and the Nursery has had notification that they have been received. No deductions can be made from your fees until we have receipt of this.

Each term thereafter every setting is responsible for applying for the hours each child will use at their setting. Parents are required to complete a 'Parent Declaration' form (we provide) to support this application. It asks for you and your child's details, where you wish to use your entitlement and how many hours you wish to use. A Parent Declaration will need to be completed at every setting you claim EYE, the applications must not total over 570/1140 hours for the year. We keep each declaration for 7 years in line with our GDPR Policy, please ask to take a photograph if you require a copy for your own records.



In the term prior to a child receiving EYE you will receive paperwork asking you to select the contract that best suits your needs. Unless you tell us differently, we will use your entitlement at Rainbow (the number of hours claimed will be dependent on attendance) here. We will let you know if there are any hours left and discuss with you, your options for using them up i.e. at another setting or extra sessions here. With this information we can calculate the amount of funding your child will receive for this setting for each academic term and the hours deduction it equates to from your fees each term.

Your invoice will be calculated for your personal situation and given to you in writing, with the Funded hours deduction appearing on your child's Termly Fee invoice.

You will also find on the North Somerset webpage applications for the Early Years Entitlement Pupil Premium (EYPP). This is an extra amount of money that Rainbow can receive from the Government to support all children in being 'School Ready'. We are currently using this money to enhance our provision of speech and language development, as well as our sensory areas.

Disability Access Fund DAF can be claimed for three and four year's olds taking up their Early Years Entitlement and in receipt of Disability Living Allowance. The Government has put legislation in place to ensure every Local Authority sets up an Inclusion Fund for children with Special Educational Needs to support providers in driving outcomes for these children. For more information and to make an application please go to [www.somerset.gov.uk-DAF](http://www.somerset.gov.uk-DAF) The funding can only go to one provider who you will need to name when making the application. Please see our manager (or email: [rainbows@winscombemontessori.co.uk](mailto:rainbows@winscombemontessori.co.uk) if you meet this criteria. Both entitlements are for children whose parents are in receipt of certain qualifying benefits or have been adopted or are in care.

Complaints procedure: We hope you will be very happy with how we calculate the EYE deduction, please see our manager or email [rainbows@winscombemontessori.co.uk](mailto:rainbows@winscombemontessori.co.uk) if you have any queries.