



Registered Charity No: 1128799

Hollies Pre-school

Booking Policy

Last reviewed April 26

To be reviewed March/April 2027

Eligibility

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Session Booking

ELIGIBILITY

Pre-School

Children are eligible to start at the pre-school after they are 2 years old subject to session availability. Intake dates are restricted to September, October, and January. If your child falls two after January, then their start date will be the following September. Your children will be placed on a waiting list for your preferred days and sessions. If our numbers do allow an earlier start, then you will be contacted and given this option. Where possible we aim to provide pre-school childcare for 2 years. We offer wrap-round care for pre-school children in our breakfast and after-school clubs subject to availability. If all requested sessions cannot be allocated children will be placed on a waiting list for those sessions and parents will be contacted if spaces do become available. We recommend each pre-school child attends for a minimum of 2 sessions per week during the hours of 9am-3.00pm.

Pre-School children who will only attend for one year before starting Primary school must start with us from September at the beginning of the new academic year. We will, however, be flexible if children are new to the area.

Breakfast Club

Pre-school and school children (reception through to year 6) are eligible to use our Breakfast club subject to session availability.

Afterschool Club

Pre-school and school children (reception through to year 2) are eligible to use our Afterschool club subject to session availability. On occasions we might require some year two children to be swapped over to Lower Park provision a year early. This is discussed with parents and Lower Park school before any sessions are moved.

REGISTERING FOR SESSIONS

Registration for sessions in our Pre-School and before and after school clubs can be sent at any point during the year and will be subject to session availability and eligibility. We advise that a visit to the setting is arranged with the manager in the first instance.

Annual Re-Registration

Re-Registration for each academic year will be completed in April/May before the start of the new academic year in September.

Pre-School Sessions

Pre-school children who already attend the Hollies

All sessions held for the current academic year for Pre-school children will be carried forward to the next academic year unless the setting is advised otherwise at the time of registration for the following year. Any additional sessions for the new academic year will be allocated in line with our **session booking policy** -see below.

New pre-school children

Sessions will be allocated in line with our **session booking policy** - see below.

Breakfast and After School Club

Pre-school children moving up to Lower Park Primary School

Pre-School children that will be moving up to school and attending Lower Park Primary School who have previously accessed our wrap around care, will have their Breakfast and After School sessions carried forward unless the setting is advised otherwise at the time of re-registration for the following year. Any additional sessions for the new academic year will be allocated in line with our **session booking policy** - see below.

Lower Park Children

With effect from September 2022 after school care for years three to six moved from the Hollies to Lower Park school. For children moving into year three at the start of the new academic year, the Hollies will advise Lower Park of the afterschool sessions that you had at the Hollies. Parents of these children must also contact Lower Park to complete any registration procedures at the school.

The Hollies continues to provide Breakfast club sessions for all school years (Reception through to year six)

Breakfast club children (All school years) and afterschool sessions for Reception to year two

All sessions held for the current academic year will be carried forward to the next academic year unless the setting is advised otherwise at the time of re-registration for the following year.

Additional sessions, or changes to existing sessions will be allocated in line with our **session booking policy**-see below.

Lower Park children wishing to access Breakfast and After school sessions for the first time.

Sessions will be allocated in line with our **session booking policy** - see below. Ad-hoc sessions are also available.

Session Booking Policy

New and additional session requests will be allocated as follows:

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

The above criteria will be referred to and all requests will be categorised for each group in the order that they are received. A deadline will be given for these requests.

Note: Session bookings are also subject to management always ensuring that we meet our staff to children ratio requirements and can manage the settings financial sustainability. This will include consideration of outstanding fees for the current year.

CONFIRMATION OF SESSIONS ALLOCATED

Communication regarding confirmation of sessions and additional/new session request forms will be sent via email.

SESSION CANCELLATIONS/SWAPS, AD-HOC SESSIONS and HOLIDAY CLUBS

Ad-Hoc session booking

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

Breakfast club and After School club pay back scheme.

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

Session Swaps

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

Holiday Club session booking

Booking emails will be sent out to parents/guardians by the administrator four weeks before the start of each Holiday Club for existing pre-school, before/after school children and Lower Park children on our ADHOC and Holiday Club list. A reminder will be sent 3 weeks before the start of each holiday club to this cohort of parents/guardians. If Holiday Club sessions are required, an email needs to be sent to the administrator with session requirements during this time. One to two weeks before the start of each holiday club a booking email will be sent to non-Hollies/Non-Lower Park parents should there still be any days available to book. The administrator will respond via email to all parents/guardians of whether the sessions have been booked or not and attach an invoice if applicable. Payment for these sessions must be in line with our Fees policy.

The Hollies reserves the right to not open on any day during holiday club if numbers do not make it financially viable to do so.