

# Admission and registration @ Pristine Childcare

We aim to make our setting accessible to children and families from the local community through open, fair, and clearly communicated policies and procedures.

It is our policy to offer places to children who meet the eligibility criteria for the funded Childcare and early education entitlements.

We offer the following:

- 15-hour entitlement for parents of two-year-olds who receive some additional forms of government support
- 15-hour entitlement for parents of three- and four-year-olds (the universal entitlement)
- the working parent entitlements, which include:
  - 30-hour entitlement for eligible working parents of 3- and 4-year-olds
  - from April 2024, the 15-hour entitlement for children age of 2 of eligible working parents
  - from September 2024, the 15-hour entitlement for children aged 9 months of eligible working parents
  - from September 2025, the 30-hour entitlement for children aged 9 months of eligible working parents
  - Early years childcare services (0-5 years)
  - Childminding services 0-17 years
  - Pickup and drop off to schools within Havering (Romford)
  - Weekend childminding
  - Breakfast and After school club
  - Sensory play (indoor and outdoor play)
  - Music therapy sessions
  - Early years intervention childcare services for children with autism spectrum disorder (ASD)
  - Holiday club
  - Children with special needs are welcome.

- 100 hours short break for children with special needs, Universal credit childcare services available, Tax-free childcare, Student finance for parents studying are all welcome.
- Speech and Language therapy sessions
- Outreach/Respite care
- Emergency Care (School emergency pick up when parents are not available)
- Overnight childcare service
- Autism awareness coaching/online Training/Consultation/Assessments/Counselling /meditation. Yoga, etc.

## Opening times

### Monday-Sundays

Monday----7am-6pm

Tuesday 7am----6pm

Wednesday 7am---6pm

Thursday 7am-----6pm

Friday 7am----6pm

Saturday 9am-----6pm

Sunday 10am-----4pm

## Provision

We follow the [Early years entitlements: operational guidance](#) from the Department of Education and local authority guidance. Eligibility for funded early years entitlements does not offer a guarantee of a place at any one provider or a particular pattern of provision.

### Eligibility

For more information on all entitlements, and to check eligibility criteria please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and [Apply for free childcare if you're working](#) or contact your local council to apply for 15-hours hours of childcare if you receive some additional forms of government support.

To receive funded childcare, you will need to provide us with your eligibility code which we will need to verify along with your National Insurance Number and evidence of the child's date of birth, for example their birth certificate. Funding can be split between a maximum of two providers per day. Please complete the Parental declaration form provided.

It is the responsibility of the parent/carer to ensure that that they renew their eligibility code in good time, following their prompt email from HMRC. Where a parent/carer fails to renew their code and loses their eligibility for early years entitlements, they will still be liable for paying the fee in full. This includes the hours that were previously paid for through the early years entitlements.

If you cease to meet eligibility criteria for the working parent entitlements upon reconfirmation, local authorities should continue to fund a place for the child for a limited 'grace period.' For further details on grace periods please ask me for details.

This also applies to parents with children on the 100 hours short breaks, ILA, Student Finance, Childcare payment from Universal Credit and other funded entitlements.

### **Attendance during funded sessions**

We are required to accurately complete and submit headcount, report child absence and sickness to the local authority if we did not hear from the parents regarding child absence and sickness.

If you take your child out of our setting during funded hours, then we are not required to provide alternative sessions.