



Little Elves

Community Pre-School

Elvetham Heath Community Centre, The Key, Fleet, Hampshire, GU51 1HA

www.little-elves.co.uk

Telephone: 01252 625332

Email: admissions@little-elves.co.uk

Dear Parents,

Thank you for your recent enquiry about the Little Elves Community Pre-School that your child will be able to attend once they are 2 years and 9 months old, subject to availability.

The pre-school is open as follows:

Day	Morning Sessions	Afternoon Sessions
Monday	9.00 - 12.00	12.00 - 3.00
Tuesday	9.00 - 12.00	12.00 - 3.00
Wednesday	9.00 - 12.00	12.00 - 3.00
Thursday	9.00 - 12.00	12.00 - 3.00
Friday	9.00 - 12.00	12.00 - 3.00

The session fees are currently £4.10 per hour, £12.30 a session. The fees will be increasing from September 2012 to £4.15 per hour which equates to £12.45 a session. Fees are subject to an annual review and may have increased by the time your child starts at Little Elves.

Currently the government Early Years Education Grant can be claimed for those children who are eligible for up to a maximum of 15 hours per week: anything over 15 hours will be charged at our current fees rate. Your child has to be three years old before the start of term, i.e. before 1 September, 1 January or 1 April to qualify for the grant. Further information is available on request. Please note that the grant criteria may have changed by the time your child starts at Little Elves.

If you would like to arrange a visit to the pre-school, please contact Little Elves on 01252 625332. In order to add your child's name to the waiting list for the pre-school, please complete the enclosed registration form and return it to me at the above address, along with a deposit cheque for £25. The deposit will be refunded once your child starts pre-school. Please note that your deposit will only be refunded prior to this if we cannot offer your child a place.

We arrange our waiting list in date of birth order and spaces will be confirmed at the beginning of the term prior to your child's start date: please inform me as soon as possible if you no longer need a place or if your requirements change. Thank you.

I will send you an acknowledgement when I receive your form. If you do not receive an acknowledgement, I have not received your form.

If you have any further questions please do not hesitate to contact me on 01252 625332 or email admissions@little-elves.co.uk. I look forward to hearing from you soon.

Yours faithfully,

Donna Beynon
Office Manager
Little Elves Community Pre-School

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Child's Name	
Parents'/Guardians' Names	
Date of Birth	
Address <small>(please inform us of any changes)</small>	
Telephone Number	
Email Address <small>(please complete in CAPITAL LETTERS and inform us of any changes as we use this as the main form of communication. Thank you.)</small>	
Allergies / special needs <small>(are there any allergies or special needs that we need to be aware of to provide adequate protection for your child)</small>	
Where did you hear about us?	Sibling <input type="checkbox"/> Friend/family <input type="checkbox"/> Website <input type="checkbox"/> Internet search <input type="checkbox"/> Advertising: flier <input type="checkbox"/> Elvetham Heath Directory <input type="checkbox"/> Fleet Life <input type="checkbox"/> Star Courier <input type="checkbox"/> Other <input type="checkbox"/>
Please indicate how many sessions you would like your child to attend: <small>(Please see attached the current admissions policy for further details/restrictions. This is subject to a yearly review and so the policy may have changed by the time your child has started Little Elves).</small>	

I enclose a cheque for £25 made payable to "Little Elves Community Pre-School".

Signed _____

Dated: _____

Little Elves Community Pre-School

Administration

Admissions

Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- Admissions are managed by Donna Beynon, Pre-School Office Manager.
- Children may start at our setting from the age of 2 years and 9 months, subject to availability.
- Children in receipt of government funding, and therefore eligible for the Extended Flexible Entitlement of 15 hours per week, are given priority. Funding is received from the start of the term **following** your child's third birthday.
- In the event that our setting is oversubscribed, places are offered in the following priority order:
 - Children in receipt of government funding and eligible for the Extended Flexible Entitlement
 - Date of birth for all other children
- All eligible families will be offered their full entitlement of 15 hours per week, subject to availability.
- Our setting actively encourages all eligible families to make full use of their 15 hours entitlement.

- Families who not accept their full entitlement may be unable to increase their hours during the academic year but will be offered their full entitlement the following September.
- The minimum hours of attendance is six (2 sessions).
- We endeavour to offer you the hours of your choice and where we are unable to do so, alternatives will be offered. Where the alternative is not suitable, you may be placed on a waiting list. Waiting list hours are offered on a first come, first served basis in date of birth order with funded children taking priority.
- Places are not kept open. If a child does not start when offered a place, their hours will be offered to another child.
- A deposit of £25 is required and will be refunded once your child starts at the pre-school or if we are unable to offer your child a place. The deposit will not be refunded if you subsequently decide not to accept the place.
- In the event that no spaces are available, a list of alternative pre-schools will be made available to you.
- We will liaise with any other setting which your child attends. This also includes childminders.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We are flexible about methods of payment of fees and individual payment plans may be agreed with Donna Beynon, Office Manager.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

