

Childcare Offer and Charges

Section 1 - Setting Details

Ofsted Registration No.	309552
Setting Name	Pre-School Centre Lancaster University
Address	Pre-School Centre, Lancaster University, Lancaster
Postcode	LA1 4YW

Section 2 - Description of Services Offered

Opening days and times	Monday – Friday inclusive Breakfast Club: 8.15am – 8.45am Main sessions: Morning: 8.45am – 1.00pm Afternoon: 1.15pm – 5.30pm
Weeks open in year	Approximately 50 weeks, closed bank holidays plus Christmas and Easter and one staff training day per year
Term time only places	Subject to availability
Available sessions	Main morning and afternoon sessions as per times stated above
Age ranges	3 months – 4+ (starting school)

Section 3 - Early Education Funding Offer and Delivery Patterns

Options	Session times	Total funded hours per day	Days of the week available	Term time availability	Stretched Hours
Option 1	Morning 8.45 – 1.00pm	4.25 hours	Mon - Fri	Subject to availability	Yes
Option 2	Afternoon 1.00 – 5.30pm	4.25 hours	Mon - Fri	Subject to availability	Yes
Option 3	Full day 8.45 -5.30pm	8.75 hours	Mon - Fri	Subject to availability	Yes

Admissions Policy

Matters that are taken into account in deciding which child can be offered a place at Lancaster University Pre-School Centre are:

- The status of the parent: staff and students working/studying at Lancaster University have priority for places where there is availability.
- The date of application.
- The availability of spaces within the age group/ratio required.
- Children who are siblings of those already in attendance at the Pre-School Centre.

- The registration requirements.
- The Pre-School's ability to provide the facilities for the welfare of the child.
- Legal circumstances affecting the child's welfare or his/her family.

Funding

- Funded sessions can be accessed by all users in receipt of Early Education Funding.
- Charges for non-funded sessions are status dependent i.e. Staff/Student/Community user and be located on the website.

Section 4 - Charges for Additional Hours

Where families require additional hours over and above their daily funded entitlements, charges will be applied, as follows:

Core offer for families in receipt of 15 hours funding.

A session is 8.45pm - 1.00pm and/or 1.15pm - 5.30pm.

Number of sessions	Max number of weeks funding is applicable	Charges
Two sessions per week 2 x 4.25 hours = 8.5 per week	*Full year	No charges
Three sessions per week (max claim) 3 x 4.25 hours = 12.75 hours	44 weeks	*

*Full year = approximately 50 weeks (Closure dates include Christmas, Easter, and Bank Holidays).

*Additional weekly sessions over the maximum of three sessions are chargeable.

*All sessions outside of the number of funded weeks are chargeable.

*All breakfast sessions are chargeable.

Charges for non-funded sessions are status dependent, i.e. Staff/Student/Community user and are located on the website.

Section 5 - Charges for Meals and Snacks

Funded sessions and charged (private) sessions are fully inclusive of all meals and snacks.

Section 6 - Charges for Non-Food Consumables

No non-food consumable charge is made for funded or charged (private) sessions.

Section 7 - Charges for Extra Activities

No charge is made for extra activities for funded or charged(private) sessions.



Section 8 - Opt-Out Policy and Reasonable Alternatives

Optional services not applicable.

Subject to availability term time only places can be requested upon booking.

Section 9 - Other Charges

Late Pick-up Charges

A maximum of 5 minutes is acceptable at the end of a session. An escalating late collection charge will normally be made for persistent offenders.

Section 10 - Tax Free Childcare

Not applicable.