



St Peters Pre-School Policies and Procedures
September 2023

Emergency Session Request Policy

Parents are asked to submit their session preference prior to either joining the setting or at the end of the previous term for existing parents. This is to allow a fair distribution of the 3-year-old 15 hours free childcare entitlement.

Other factors taken in to consideration when offering sessions are Staff: child ratios, children with SEN, Children who require additional support and our key worker system.

Once funded hours have been offered and accepted by the parent, they are submitted to the Local Authority and funding is applied for. Additional hours may be permitted after preference has been submitted if the additional hours are to become permanent for the remainder of the term. There may be an additional charge to the parent for these hours.

However, we are aware that on rare occasions there may be a need for parents to request additional sessions in an emergency.

We are happy to offer sessions at short notice in an emergency, *when possible*, but please be aware that we may not be able to accommodate your child due to staffing requirements. We will try to be as flexible as possible.

Additional sessions in an emergency (morning/afternoon), on top of the free 15 hours universal entitlement, can be purchased at a **NON-REFUNDABLE £10 per hour rate**. Payment for these sessions should be made as soon as possible or via the parent fee invoice system, depending on the agreed method between parent and supervisor.

Please note that you must receive confirmation from the supervisor before assuming additional sessions will be granted. Additional sessions requested at late notice will only be granted at the discretion of the supervisor.

This policy was adopted at a meeting of the Pre-school held on..... (Date)

Signed on behalf of the Pre-school: (Chairperson)