# Running of the childcare setting

**Opening times:**

Happy kids are open Monday to Friday from 9am until 3pm term time only. We follow the West Berkshire recommended term dates which can be found at <https://info.westberks.gov.uk/termdate> During the day the session times are, 9am-12pm, 12pm-3pm or 9am-3pm, in addition to these session times we offer earlier start times and later finishes to support parents/carers.

**Funding and fees:**

We accept funded children; all children qualify for 15 hours of funding the term after their 3rd birthday. Some families also qualify for an additional 15 hours a week once their child is 3, to find out if you qualify go to:

30 hours free childcare – GOV.UK (www.gov.uk)

We also accept the 2-year-old funding awarded to some families, to find out if you qualify go to:

[West Berkshire Council – Free Childcare for Two Year Olds – Information](https://info.westberks.gov.uk/freechildcare2)

Declaration forms, provided by us will need to be completed to confirm your child is attending the setting and we will need to see a copy of your child’s birth certificate.

The hourly rate at Happy Kids is currently **£5ph.** Half a terms notice will be given should this rate increase. Fees are invoiced on a half termly basis, in advance of attendance. Invoices can be paid half termly, weekly, or monthly if agreed in advance with the manager or deputy manager. If an invoice is not paid by the due date specified on the invoice a reminder will be issued and sent home with your child requesting payment within a week.

We reserve the right to include an administration charge of ten pounds for late for any late payments.

If payment has still not been paid, another reminder will be sent to the home address requesting payment within one week, again an administration charge of ten pounds may be added to the invoice. If payment is still not made, then Happy Kids Newbury Ltd will no longer be able to offer sessions to your child or children.

If any invoice has not been settled within three months, then legal action will be taken, and this will incur a charge of £50 pounds plus all court fees.

There is no refund for non-attendance, but in special circumstances, such as long-term illness, fees may be refunded provided the vacancy has been filled. In case of difficulty with the fees, please speak in confidence to the Manager.

**Important** – we ask that you give a half term’s notice before removing your child from the register or the fees will still be due.

**Aims and Objectives:**

As a community pre-school with strong links with our Local Education Authority schools, we aim to create a pre-school which has a distinctive level of care for all its members; one which recognises and values the unique contribution of each individual. We aim to provide an environment, which is:

* Safe, secure and happy
* Caring
* Stimulating and well-planned

So that the full intellectual, social, physical and moral capabilities of each child are developed to their best potential.

We wish to equip each child with the knowledge, skills and aptitude

 for the next stage of their educational life.

We wish to encourage each child to:

* Communicate effectively and follow ECAT\*
* Develop positive relationships with others
* Share and contribute
* Learn constructively
* Become independent individuals
* Work with others in a team
* Have self-confidence
* Have a high level of self-esteem
* Develop knowledge of themselves and the world
* Respect themselves
* Respect and understand other people’s feelings, property, opinions, religion, abilities and disabilities
* Develop consideration and interest in others in the local, national and world community.

\* ECAT is Every Child a Talker, we have two trained members of the team who will assist each key person to implement into the planning various strategies. You will be informed if your child or children are involved and included in the activities; some resources are loaned out to families.