



Pre-School

Jack and Jill Pre-school Ltd

Admissions Policy

1 April 2026 to 31 March 2027

to offer the Free Early Education Entitlement to:

- **Under 2s from working families**
- **2 year olds from working families**
- **Eligible 2 year olds**
- **3 and 4 year olds – Universal hours**
- **3 and 4 year olds – Extended hours (from working families)**

Phone number: 0117 962 2888

Email: admin@jackandjillpre-school.co.uk

Website: www.jackandjillpre-school.co.uk

Thank you for choosing Jack and Jill Pre-school as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

All About the Business

Opening Days/Hours

We are open from Monday to Friday 8am to 5.45pm.

Session Times

The session times are:

- Breakfast club 8am to 8.30am
- Core day 8.30am to 4.30pm
- Funded only session 10.30am to 4.30pm
- Tea club 4.30pm to 5.45pm

Operational Method

We offer funded hours on the following basis:

- All Year Round (47.5 weeks per year)
- Term Time Only (38 weeks per year)

All about Funded Hours

We are registered with Bristol City Council to offer funded hours to Under 2s from working families / 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours / 3&4 year olds – extended hours

There are currently up to 30 hours per week (TTO) or up to 24 hours per week (AYR) of funded hours available.

Under 2s from working families

Working parent entitlement hours are available to children from working families from the term after their 9th month birthday.

Under 2s Birth Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9th month 'birthday'	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from...	Jan	Jan	Jan	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan

Parents must apply via by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

2 year olds from working families

Working parent entitlement hours are available to children from working families from the term after their 2nd birthday.

2nd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Eligible 2 year olds

Universally funded hours are available to 2 year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council www.bristol.gov.uk/freeplacefortwos and be checked for eligibility before a free place can be offered.

Eligible 2 year old funded hours are available to eligible children from the term after their 2nd birthday. Parents will be able to use both Eligible 2 year old universal hours and working parent entitlement hours consecutively.

Eligible 2 Year old 2nd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We offer 15 (TTO)/ 12(AYR) universally funded hours per week.

3 and 4 year olds – Universal hours

Universally funded hours are available to all children, who are living in England, from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We offer 15 (TTO)/ 12(AYR) universally funded hours per week.

3 and 4 year olds from working families

Working parent entitlement hours are available to children from working families from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

We offer 15 (TTO)/ 12(AYR) extended funded hours per week.

Parents of 3 and 4 year olds can use both universal and extended free hours in combination (i.e. 30/24 free hours per week).

Accessing the funding at Jack and Jill

Funded hours for all age groups can be accessed at Jack and Jill in the following way:

Session	FEEE/FEE Hours
10:30-16:30	6

A maximum of 6 hours can be taken on any one day. Additional hours above this will be charged at our standard rates. Places are subject to availability and cannot be guaranteed.

Jack and Jill currently offer funded places to **all** eligible children. We regularly review the number of funded places available and reserve the right to limit this number.

Children accessing funded hours will be able to split their provision over multiple providers but not more than two in one day.

Children who are on a Term Time Only plan and who access Universal hours only, are able to use their full 15 hour entitlement in the following way:

Session	Days	FEEE/FEE Hours
10:30-16:30	Mon to Thurs	6
13:30-16:30	Friday	3

Eligibility Codes (for working families)

Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to ensure their child's eligibility code is valid at all times.

Verification checks will be made on Bristol City Council's Provider Portal, using the following data:

- Your 11-digit eligibility code
- Your National Insurance Number(s)
- Your child's date of birth
- Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their extended hours. Once the grace period has expired:

- Under 2s from working families will have to pay for all childcare provision privately.
- 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).
- 3 and 4 year olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for further funded hours.

Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

All Year Round funded places

For children on All Year Round plans, Bristol City Council fund 237.5 days in the academic year. Jack and Jill are open for 246 days per year. Therefore, there are 8 unfunded days per academic year which will be charged at the unfunded rate. These dates are communicated to families regularly throughout the year and are reviewed annually.

Children on All Year Round plans and accessing funded hours only (10.30am to 4.30pm) are able to buy these additional days at our unfunded rate. We would not expect to see your child on these days without an advanced booking.

All about Admissions

Admissions Methods

Admissions are made on the following basis and in the following order:

1. Families who engage with the non-mandatory fees on funded hours.
2. Families who wish to book more than the minimum number of two days.
3. Siblings of existing minded children.
4. First come first served

All about Payments

Deposits

We charge a deposit of £200 per child, which must be paid prior to confirming a child's place.

The deposit will be set off against the child's first full month's invoice.

If the child's place is withdrawn either prior to their start date or within the first calendar month of their start date, the deposit is non-refundable.

If your child is an Eligible 2 or receives EYPP funding, a deposit is not charged.

Administration Fees

We charge an administration fee of £100 which must be paid prior to confirming a child's place. Any child who is accessing private hours is required to pay the administration fee.

Tax Free Childcare (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via www.beststartinlife.gov.uk. Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare through the employer.

Invoicing

Invoices are issued at the beginning of each month and are expected to be settled by the final day of that month.

Automatic payments

Parents are encouraged to use the in app payments function in Family to automate their payments. From 1 September 2026, this will become mandatory for all families.

Payment of Additional Unfunded Sessions

Please refer to the Pricing plan for our fees.

Payment of Food, Non-food consumables and Enhanced activities

In accordance with the Early Education and Childcare Statutory Guidance, Government funding is not intended to cover costs of food, non-food consumables and enhanced activities.

To allow us to continue to deliver our excellent level of care and an enhanced curriculum over and above the standard delivery of the Early Years Foundation Stage (EYFS) we must include some additional, non- mandatory charges.

The additional charges will be added to the monthly invoice on all funded places and are set out below:

- **Hot Lunch**- £3.15 per day (provided by outside caterers - subject to 10p annual increase from 1 Jan)
- **Snacks**- £1.10 per snack
- **Non-food consumables** (eg conti wipes)- £4.00 per day
- **Enhanced activities** (eg PE sessions)- £9.75 per day

All parents will automatically be opted in to these charges. If a parent wishes to opt out, please contact the manager directly by emailing manager@jackandjillpre-school.co.uk.

Children whose parents opt out of paying:

- **the food charge**- parents will need to provide a packed lunch and snacks from home
- **the non-food consumables charge**- parents will need to provide their own resources.
- **The enhanced activities charge**- children will be excluded from the activity and offered an alternative.

The 3 categories of the above charges are all in or all out. It is not possible to pick and choose which food charges, non-food consumables or enhanced activities you will opt in/ out of.

Parents will need to make a termly commitment for food, non-food consumables and enhanced activity charges as stated in the EYR01 Parental Declaration form.

Parents who choose to opt out of the food and non-food consumables charges will be charged in accordance with the above fees if they fail to provide an alternative.

Payment for Meals

- **Breakfast Club-** breakfast club is an unfunded session from 8.00am to 8.30am and is charged at £7.20/ day. Breakfast is prepared in house.
- **Tea Club-** Tea club is an unfunded session from 4.30pm to 5.45pm and is charged at £16.70/ day. A cold tea is provided by an outside catering company (subject to 10p annual increase from 1 Jan).
- **Snacks-** snacks are served in the morning at approximately 10am and the afternoon between 2pm and 3pm. Snacks are charged at £1.10 per snack.
- **Hot lunch-** A hot lunch is served every day and is provided by an outside catering company at a cost of £3.15 per day (subject to 10p annual increase from 1 Jan).

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed while they are paid for by a third party. We would need to receive written confirmation as soon as possible to work out which hours are **a)** paid by the college / university, **b)** covered as free hours and **c)** paid for by you. Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here www.beststartinlife.gov.uk

Discounts

- 5% sibling discount off eldest child's invoice
- 5% for four All Year Round 8.00-5.45 days
- 5% for five All Year Round 8.30-4.30 or 8.00-5.45 days

Late Collections

Parents will be given 5 minutes grace from the arranged collection time. After that a fee of £5 for every 5 minutes or any part of five minutes will be charged.

Notice Periods and changes to sessions and/ or start dates

Parents may withdraw their child/ children from the pre-school by giving a minimum of 6 weeks written notice. Changes to sessions or start dates also require 6 weeks written notice. Parents of an Eligible 2 year old need to give 1 months' notice.

As per the conditions of the EYR1 Parental Declaration Form, changes to funded sessions can only be implemented three times a year (Sept, Jan, April).

If parents decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start of following term (Sept, Jan, April).

All about GDPR and Appeals

The General Data Protection Regulation (GDPR) Policy

We comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

Appeals Process

If you have any complaints about any aspect of the delivery of funded hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.

Providers Signature:  from Jack and Jill Pre- School

Date: March 2026

Review Date: March 2027