



Dear Parents

I would like to take this opportunity to thank you for your interest in Siblings Nursery and introduce myself to you. My name is Joanne Anderson and I am the Nursery Director and Manager of Siblings Nursery.

Siblings Nursery prides itself on our nurseries having a homely, well-resourced play and learning environment with staff who are committed in delivering a high standard of care and education to each child in our care. My team and I would be delighted if you would like to visit one of our nurseries at a time convenient for yourself.

In the meantime, I have pleasure in passing onto you a copy of our prospectus.

If you require any further information or would like to discuss how we can assist you in your childcare arrangements, please do not hesitate to contact me to make an appointment on 01915166455 (B.I.C. nursery) or alternatively, call in to see us during our opening hours. We are open Monday to Friday from 7.00am – 6.00pm.

You may also contact me on the out of hours mobile phone number 07897 471 974. I look forward to hearing from you soon.

Kind Regards

Joanne Anderson
Nursery Director

Siblings Nursery @ Beacon of Light
Beacon of Light
Kier Hardy Way
Sunderland
SR5 1SU



Siblings Nursery @ B.I.C.
Business & Innovation Centre
Wearfield
Sunderland
SR5 2TA





Registration Form

Child's Full Name:

Date of birth:	Sex:	Religion:	Ethnic Origin:	Child's 1 st Language:
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Child's Home Address:

Postcode:
Telephone Number:

Name of parent/person with parental responsibility:

D.O.B.:

Home Address: (If different from above)

Postcode:
Mobile Number:
Email address:

Work Address

Work Telephone Number:

Name of second parent/person with parental responsibility:

D.O.B.:

Home Address: (If different from above)

Postcode:
Mobile Number:
Email address:

Work Address:

Work Telephone Number:

If your child is unwell, we may need to contact someone who can collect your child. Please give details of people including yourself who will be available during the day:

Name	Relationship to child	Telephone number
1 st contact:		
2 nd contact:		
3 rd contact:		

Name(s) of all person(s) who will collect your child from nursery. Staff will not be able to hand over children to anyone who is not on the consent form. For the safety and welfare of your child, wherever possible please ensure that any persons collecting your child is aged over 16 or over.

Name	Relationship to child:	Address:	Telephone Number:

Password:.....



Name of Child _____

Medical Information

Child's Doctor: Name: Address: Telephone Number:	Health Visitor: Name: Address: Tel No:
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Does your child have any of the following:

Speech difficulties:	Yes/No	Hearing Difficulties:	Yes/No
Wear glasses:	Yes/No	Epilepsy:	Yes/No
Asthma:	Yes/No	Eczema:	Yes/No
Diabetes:	Yes/No	Fainting/ Blackouts	Yes/No

Any Other please state:.....

Does your child have any allergies: Yes/No If yes please state:

.....

(staff to complete a medical care plan)

Does your child have any dietary requirements: Yes/No. If yes please state:

.....

(staff to update dietary information records)

Does your child have any special educational needs that you are aware of: Yes/No If yes please state:.....

.....

(staff to complete IEP's and support plan)

Immunisations and Infectious Diseases record

When Due	Which immunisations	Type	Date received
Two months			
	5in1 – Polio, Diptheria, HIB, Whooping cough, Tetanus, Meningitis B	By one injection	
	Rotavirus		
	Pneumococcal (PCV)	By injection	
Three months			
	5in1 – Polio, Diptheria, HIB, Whooping cough, Tetanus,	By one Injection	
	Rotavirus		
	Meningitis C	By injection	
Four months			
	5in1 – Polio, Diptheria, HIB, Whooping cough, Tetanus,	By one injection	
	Pneumococcal (PCV)		
	Meningitis B	By injection	
12-13 months			
	Hib/Meningitis C booster	By one injection	
	MMR vaccine		
	Pneumococcal (PCV)		
	Meningitis B		
3 –5 years			
	Children's flu vaccine	By one injection	
	4in1 – Polio, Diptheria, Whooping cough, Tetanus,		
	MMR	By one injection	

Has your child ever had:

Chicken pox:	Yes/No	Mumps;	Yes/No
Measles:	Yes/No	German Measles:	Yes/No



Consents and Permissions

I give my consent to the following matters:	Yes/No	Signed
For my child to leave Siblings Nursery in order to participate in spontaneous outings within the local environment.		
To be involved in outings that involve being in suitable transport. The Nursery will inform parents prior to any outing that may require my child to go on public transport.		
For Siblings Nursery to take photographs or videos of my child playing with others or on their own. I am aware that some photographs will be displayed in and around the Nursery.		
For my child's photograph to be used in a press release or on nursery social media platforms or for any documents that may be produced to advertise Siblings Nursery.		
For my child to have medical, surgical, or dental treatment, including the investigation and the administration of general or other anaesthetic as may be considered necessary or desirable in an emergency, by any registered medical or dental practitioner whose advice is sought, in the event of the Nursery being unable to contact me.		
For my child's general practitioner to give any relevant confidential information, in the event of an emergency.		
Staff at Siblings to apply a high protective sun cream where applicable: Type of cream provided or nursery cream to be used:		
Staff to apply nappy cream to my child: Type of cream provided: Frequency of application:		
Does your child wear earrings? Does your child wear any other form of jewellery? If so I do understand that Siblings Day Nursery accepts no responsibility for any loss, damage or accidents that may be caused due to wearing of earrings or any other jewellery. For staff to administer first aid to my child in the event of an accident		
Parents should be aware that Siblings Nursery would take reasonable action to ensure the safety of its children. In cases where the nursery has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Board) procedures and inform Children Services Social Care of their concern.		
For staff at Siblings Nursery to share information relating to my child with other agencies such as Health Visitors, Speech Therapists, Schools. I understand that this is to fully support my child's development.		
For my child to have medication administered at nursery by nominated staff. I am aware that the medication must be prescribed by a GP and I will complete appropriate paperwork to give my authorisation to administer medication.		
Signed (Parent/Carer): _____ Date: _____ Discussed with _____ name of staff member on _____ date during the care plan meeting on entry to nursery.		



Siblings Nursery
Childcare Contract for

Name of Child _____ Date of Birth _____

Registration:

To register your child with Siblings Nursery, please complete and return the registration form and nursery contract with a month's fees in advance. These forms must be completed and returned prior to your child's start date. We have a settling in policy where we work with parents/carers to settle your child into the nursery environment. You will be encouraged to settle your child into nursery over a period of complimentary visits. These will be arranged with the Nursery Manager and keyperson for your child at times suitable for you.

Age of admittance:

Children are welcome to attend nursery from 6 weeks to 5 years. We also operate a holiday club once children start school they may return in school holidays up to the day before their 8th birthday. Please see the Nursery Manager for further details.

Sessions:

The nursery is open from 7.00am – 6.00pm, Monday to Friday, 52 weeks of the year with the exception of all statutory Bank Holidays. We will be open between Christmas and New Year. When Christmas Eve falls on a weekday the nursery will close at lunchtime. It is preferred that children attend at least 2 sessions per week so children can build firm relationships with peers and staff. We do cater for parents who work shifts, however these places are limited and must be arranged with the Nursery Manager in advance.

Fees:

Nursery fees are set out in the Parents Registration pack. Fees are reviewed on an annual basis.

Invoices are issued monthly and should be paid to the nursery office on the 1st of each month. Late payment of fees will incur a charge of £10.00 to cover administration costs. Please ensure fees are paid on time as continuous late payments could result in the termination of your child's place at nursery. Siblings Nursery also use a debt collection agency to retrieve any outstanding debts owed to the Nursery. Payments can be made in the nursery office by debit or credit card, cash or by cheque (made payable to "Siblings Nurseries North East Ltd"). We also accept BACS payments and transfers and Childcare Vouchers (please use your child's name as the reference). Please speak with the Nursery Manager to set up your payments.

Some families can access financial support through Working Tax Family Credit (WTFc). They can pay up to 70% of your nursery fees. There are also other options to help with childcare costs. Please visit www.childcarechoices.gov.uk for further details.

Holidays:

Children are entitled up to 2 weeks holidays from nursery at 100% reduction of their usual fees if attending all year round. Your fees are calculated over a 50 week period and divided into 12 payments therefore the discount has automatically been applied. Bank Holidays are charged for at the usual rate. There is no holiday allowance for term time only placements. There is no further reduction in fees for family holidays or days off nursery for any reason. Days off nursery cannot be banked and used at another time.

Siblings Nursery
Childcare Contract for

Name of Child _____ Date of Birth _____

Sickness and absences:

To minimise the risk of infection, children with an infectious illness should not attend nursery. There is guidance on the parent's noticeboard for exclusion periods for infectious illnesses. These are the guidelines we follow. For more information, see

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

On some occasions, a child may be well enough to attend nursery but need medication. We can administer medication at nursery providing it is prescribed by a medical professional such as a G.P. or pharmacist. The only exception is teething gels (must state they are suitable for the age of the child) and nappy creams. Parents will be required to give prior written consent in order for us to administer medication. If a child hasn't had a particular medication before, then you must keep your child at home for the first 24 hours in case of a reaction to the medication.

It is our policy that your keyperson will contact you on the first day of your child's absence if you do not make contact with the nursery. Therefore, we would appreciate it if you would inform the nursery when your child is ill or not coming into nursery on their scheduled day and the reasons why.

Sickness or absence from nursery will not qualify for a reduction in fees.

Clothing and personal items:

We ask that you provide enough clothing/nappies, wipes and cream for your child's daily needs. Please provide appropriate clothing. It is advisable to dress your child in layers so clothing can be put on or removed in relation to the temperature around them. Please do not send children to nursery in their "best clothes". Please provide plenty pants and trousers when potty training as children will have more accidents at nursery than they would at home, due to the nature of the different environment.

We do encourage children to wear aprons for messier activities and wetsuits for outdoor rainy day play but accidents do happen. The paint we use at nursery is washable but will almost certainly stain items of clothing.

Please provide your child with an outdoor coat and Wellington boots (winter) and a sunhat and suntan lotion factor 50+ (summer). Alternatively you can pay £1.00 per year towards the costs of using the nursery suntan lotion. We usually use Ambre Solaire Factor 50+.

Some children may choose to bring in a familiar toy or comforter from home. This is fine for children to do particularly during the settling in period, however we do try to discourage children from having toys from home with them at nursery. Children are naturally curious, so we do encourage children to share their toys with others but sometimes this can prove problematic to some children. The nursery cannot accept any responsibility for loss or damage to personal items.

If your child is to wear earrings or jewellery at nursery, Siblings Nursery accepts no responsibility for any loss, damage or accidents that may be caused due to the wearing of earrings or jewellery. A consent form must be signed by the parent.

Nursery uniforms are available. Please speak with your keyperson to place an order. Payment is due when ordering.

Please ensure all belongings are clearly labelled with your child's name

Siblings Nursery
Childcare Contract for

Name of Child _____ Date of Birth _____

Delivery and collection of children:

On admission to nursery, parents will be requested to complete the registration form identifying people who are permitted to collect their child from nursery. Staff will not be able to let children go with people who aren't named on this form. For the safety of your child, please make sure (as far as possible) that the people on the form are over the age of 16 years. On rare occasions there could be someone arrive to collect your child who we haven't met before, in these circumstances the Nursery Manager will contact the child's parent for confirmation. The person will not be allowed to take the child until we have parental consent.

In the event of a child not being collected from nursery after every effort has been made to contact the parents and the emergency contacts, the Manager on site will follow the nursery's "uncollected child" policy. For this reason it is essential you update us with any new or changes in contact numbers and people on your child's registration form.

Staff will seek advice from senior management if they feel that anyone collecting your child (who you have given as authorised people) maybe under the influence of alcohol, drugs or other substances. If this is suspected, then it will be necessary to contact the you to arrange another person to collect your child.

Meal provision:

Children starting before 8.30am will be invited to have breakfast. This is a choice of cereals, toast with a selection of jams and fresh fruit juice (diluted with water) or milk to drink. We have lunch around 12noon. A light afternoon tea will be served around 3.30pm. Snacks are offered mid morning and late afternoon. The Nursery Cook is available to speak with if you would like to know more about the menus or discuss anything with regard to allergens and/or food intolerances.

Meals are freshly prepared on the premises and are well balanced and nutritious. Siblings Nursery @ B.I.C. have been awarded 5 stars year on year from the Sunderland Health Authority for our kitchen and processes. You will receive a menu when you visit the nursery. Alternatively, you may wish to provide a healthy packed lunch. A fridge has been provided for parents to store their child's lunch appropriately, we do ask that food that is brought in from home will not need re-heating, has been made within 4 hours of the child eating it and has been stored appropriately.

Fresh drinking water is available throughout the day and children are able to have it whenever they wish. Younger children are encouraged by their keyperson to drink water throughout the day. You may provide your child with their own sports bottle or drinking cup with lid. Alternatively, we have cups available at nursery. **Please label all of your child's belongings.**

Keyworkers:

Your child will be inducted into nursery by one of the senior staff. They will then be allocated a keyperson, a particular member of staff who will help your child settle into nursery and support them during each session. We try to see who your child will bond with, then allocate that member of staff as their keyperson. They will share information about your child's achievements on a regular basis.

We comply to Ofsted requirements as identified in the Early Years Foundation Stage Statutory Guidance. These are as follows:

- 0 – 2 years = 1 staff to 3 children
- 2 – 3 years = 1 staff to 4 children
- 3 – 5 years = 1 staff to 8 children

Siblings Nursery
Childcare Contract for

Name of Child _____ Date of Birth _____

Policies and procedures:

Safeguarding:

Parents should be aware that Siblings Nursery would take any reasonable action to ensure the safety of its pupils/students. In cases where the Nursery has reason to be concerned that a child maybe subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Sunderland Safeguarding Children Board (SSCB) procedures and inform Children's Services Social Care of their concerns.

The nursery has more policies and procedures in operation. There is a file located in the nursery office if you would like to see them. There are also a selection on the parents noticeboard. Should you wish to visit the Nursery, you will be handed a Visitor's Handbook which outlines more of the Nursery Policies.

Complaints procedure:

If you would like to comment or complain about anything in the nursery, please speak with your child's keyperson, if the matter cannot be resolved then please speak with the Room Leaders. Failing that, please speak directly to the Nursery Manager. We aim to resolve any issues internally but if you would like to contact Ofsted, you can by contacting Ofsted in writing at: Ofsted Early Years, National Business Unit, Piccadilly Gate, Store Street. Manchester. M1 2WD or by telephoning 0300 1231231

Notice of termination:

One month's notice must be given in writing when wishing to terminate your child's place at Siblings Nursery or a months fees paid in lieu of such notice. If you would like to change your child's sessions, please speak with the Nursery Manager. Every effort will be made to accommodate your needs.

Sessions booked:

Sessions are as follows. Places for all year round children take priority over term time only placements.

Morning	7am-12noon
Afternoon	1pm – 6pm
Full Day	7am – 6pm

Alternative hours are what has been agreed with the parent and the Nursery Manager outside of the usual attendance patterns stated above. If alternative hours have been agreed, then a brief explanation should be noted below.

Alternative hours/attendance pattern explained:

Agreed by _____ Position in Company _____

Siblings Nursery
Childcare Contract for

Name of Child _____ Date of Birth _____

I would like my child _____ (name) to attend Siblings Nursery as I have requested below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full Day					
Alternative hrs					

My child's start date at Siblings Nursery will be _____

Parental Consent:

By signing this contract, you, as the child's parent also give the nursery authorisation for the Nursery Manager to share information regarding your child with relevant external agencies such your child's nominated Health Visiting team, G.P., dentist or anyone involved with your child such as Speech Therapist etc.

The fees charged to me for my child to attend Siblings Private Nursery will be as follows:

The first payment will be _____ then I agree to continue to pay _____ per calendar month/week until such a time when this contract will be terminated or my child may become eligible for government funding – in this instance, the fees will be recalculated.

I fully understand that fees will be charged from this date and I agree to comply with the nursery's payment procedures.

I am also aware that the fees are reviewed every year and subject to increase.

I have read and understand the information and agree to the terms and conditions of this contract.

Name _____ Signed _____ Date _____

Office Use:

Staff Name _____

Signed _____ Date _____

Position in Company _____ (on behalf of Siblings Nursery)

Confirmation of place given:

Authorised by _____

Date child to start _____



Child's Name:

D.O.B:

General Information about your Child 0-5 years

**Please answer these questions in as much detail as possible.
This will help us to get to know your child and help settle your child more quickly.**

Has your child had any childcare apart from you or close relatives?

It would be helpful to tell us where so we may gather their progress reports from the childcare provider. If you prefer not to tell us, that is perfectly fine and we respect your confidentiality.

Does your child have any brothers or sisters? If yes, what are their names and ages?

Is there anyone else in your child's life that are special to them eg. Grandparents, family pet etc. Names would be helpful too.

Does your child have a parent who works away from home or lives elsewhere that we need to be aware of?

Who lives in the house where your child lives? Please tell us their names and relationship to your child.

What are your child's favourite foods?

Can they feed themselves? What cutlery do they use?

From 2 years old we encourage correct use of knife and fork, are you happy with this?

Mealtimes: breakfast, lunch, and tea. What time do they have these meals? What would they usually have?

Where does your child sit to eat, in a highchair or at a table?

Are there any foods that your child does not like?

Does your child have any allergies? Or cannot have certain foods e.g. for religious beliefs etc?

Are any milk feeds to be given to your child during the day? At what times? How much? Bottle or cup?

Do you warm their milk?

NB: Keyperson to give parent a copy of our Bottle Feeding Policy

What type of milk does your child drink? If formula – please state brand.

What does your child usually drink? At what times?

Do they use a bottle, cup with lid or cup without lid?

Do they hold it themselves?

Does your child have a dummy or comforter? When does your child have them?

Does your child have any medication on a regular basis or have any medical needs? If yes, you will need to discuss this with the Baby Unit Supervisor (under 2 years old) or Senior Nursery Nurse (over 2 years old) for us to complete a medical care plan.

Does your child have any daytime sleeps? At what times?

How do you get your child to sleep?

Usually, how long do they sleep for?

Do you have any special requests with regard to sleep patterns?

Is your child in nappies? What is your preferred type of nappy and cream?

(These can be brought in daily or a supply left in nursery) Please let your keyperson know which you prefer.

Do you use cream at every nappy change?

Is your child toilet/potty training?

Is your child toilet trained? Do they need help with anything?

NB Keyperson to discuss bringing in spare clothes and procedure for bringing in nappies/wipes etc when needed.

Who will drop off and collect your child?

Are there any songs, rhymes and stories your child enjoys with you at home?

Are there any activities in particular that your child likes?

What else does your child enjoy doing?

Does your child dislike any activities, or has had any bad experiences/fears?

Do you think your child is on target with their development? Do they need extra support for anything?

What are your expectations for your child whilst at nursery? What would you like us to achieve?

NB: Keyperson to complete 'Look at Me Now' sheets with parent on entry to nursery to establish their starting point so the keyperson can plan for your child's future development.

Does your child attend any other children related groups? Such as swimming classes, playgroups etc.

Are there any professionals involved with your child e.g. Speech Therapist?

Is there anything else that you would like to share with us, that you consider helpful? E.g. Court Orders

Thank you for completing this form. If there are any changes to any of the details, please let us know as soon as possible. Your keyperson will make a care plan from this information provided which informs all the Siblings staff team how you would like your child looked after and what routines you'd like us to follow.

Forms completed on _____ (date) by:

Name _____ Relationship to child: _____

Please bring this form with you when you have your first settling in visit. A member of our childcare team will go through this with you to make sure we know what your wishes are with regards to caring for your child whilst at nursery.

Forms fully completed and discussed with:

Staff Name: _____ Job title: _____ on date _____



Mealtimes and Nursery Menus

On registration to nursery, parents are requested to complete a dietary requirement sheet for their child (See registration form). A list is kept in each room showing any allergies, or special requirements. Special dietary requirements are discussed with the nursery cook.

Children starting before 8.30am may have a breakfast (cereal, toast, milk or juice)

A hot meal is available at lunchtimes. These are nutritious and well balanced, and freshly prepared on the premises. Alternatively, a healthy pack lunch can be provided from home. Fizzy drinks and sweets are not allowed, crisps and chocolate bars are discouraged.

If parents forget to bring a lunch, do not provide enough food or a child will not eat what is provided, then the child's keyperson will check their dietary information sheet and a sandwich/snack will be provided. The keyperson will then discuss meal arrangements with the parent on collection of their child.

Tea is served around 3.30pm and usually consists of a light tea such as sandwiches and salad, beans on toast, soup with bread (sometimes homemade) and always followed with fresh fruit.

A range of eating utensils, plates, and bowls are available and the children are encouraged to feed themselves. Correct use of a knife and fork is taught from 2 years old.

All children are seated appropriately during mealtimes, (although separate tables for different age groups may be used and lunch may be served over 2 sittings to have a more relaxed atmosphere). Meal times are a very important part of our Nursery routine. Staff sit with the children to supervise closely and to talk about different things at the table. It is a very pleasant social occasion. If a child had made a model we may use this as a centre piece for the table to encourage discussion.

Children in the Nursery and Pre-School Room are encouraged to be 'helpers'. They set the table, pour water and assist in cleaning up, supervised by a member of staff. A record of who has helped and what children have eaten is noted daily. Ask your keyperson for details. Children are invited to help wash and dry the tea dishes with a member of staff most afternoons.

The children in the Nursery and Pre school room help themselves to a self service breakfast and tea but with lunch the Nursery Cook serves as it contains hot dishes and food. Older children help younger ones.

In the Baby Unit the staff sit at the meal tables with the children in order to provide help and supervise mealtimes closely. Low chairs are used so toddlers can independantly get on and off themselves. High chairs are also available for the younger children and they are seated around the meal table.

During the weaning process the nursery food can be prepared so that it is at the correct stage for the child. Parents may choose to bring in containers of prepared food which staff will heat if necessary (we only do this for toddlers who are weaning in the baby unit). Meals which are provided by parents are kept in sealed containers in the fridge.

Parents are welcome to offer any menus or recipes and have input with our menus. The Nursery Cook is always happy to discuss nutrition with parents and would be pleased for any ideas.



Nursery Lunch Menus

Week one				
Meatballs Pasta Vegetables	Mince in gravy Mashed potato Vegetables	Chicken curry Boiled rice Peas	Scampi/fish cakes Boiled potatoes Vegetables	Jacket pots -cheese -chilli -salad
Banana and Custard	Healthy cake - blueberry sponge cake	Fruit fingers Fromage frais	Seasonal Fruit Platter	Rice pudding & raisins
Week two				
Sausage Mashed potato Vegetables & gravy	Cheesy tuna pasta bake Garlic Bread Salad	Shepherds pie Mince/mash Vegetables	Vegetable curry Rice Naan breads	Chicken casserole Mashed potato
Fruit and ice cream	Banana & Custard	Homemade healthy cake	Fromage frais & apple fingers	Seasonal Fruit platter
Week 3				
Jacket pots -bolognese -cheese -salad	Chilli Rice Nachos	Fish fingers Peas/beans Mashed potato	Chicken Mashed potato Vegetables Yorkshire puddings	Macaroni cheese Vegetables
Rice pudding and raisins	Fromage frais & fruit fingers	Banana & custard	Home-made healthy cake	Fruit and Ice cream

This menu has been put together following training sessions around healthy eating, portion controls and advice gained from the Local Authority.

Siblings Nursery @ the B.I.C. has achieved the Healthy Early Years award and has been awarded 5 stars for food hygiene and safety standards every year since the scheme began.

Please speak with the Nursery Manager should your child have dietary requirements due to medical or cultural reasons.



Dear Parents

Fees are due one month in advance (eg on 1st September for the month of September etc). Extra sessions booked within the month are due on the day they are booked. You may pay fees in a variety of ways. The following ways are our preferred method of payment:

BACS
Standing Order

Please make sure you chose the right account to make payments to:

Siblings Nursery @ B.I.C.
Barclays Bank
Sort Code 20-83-69
Account 83593479

Siblings Nursery @ Beacon of Light
Barclays Bank
Sort Code 20-83-73
Account 63820920

Debit or credit card payments can be made in person in the nursery office or over the telephone with a senior member of staff.

We also can take cash payments.

You may also like to enquire whether you can get help for childcare costs. Please go to www.childcarechoices.gov.uk

Examples of help available are:

15 hours free childcare for children aged 2
15 hours free childcare for children aged 3 and 4
30 hours free childcare for children aged 3 and 4
Tax Free Childcare age 0-11
Tax Credits for childcare aged 0-15
Universal Credit for childcare aged 0-15
Childcare Vouchers aged 0-15
Support while you study for childcare aged 0-15

Please Note: When making payments please use your child's name as a reference.

Please speak with the Nursery Manager if you need any further help.



Nursery fees for all children aged 0-5 years

Full time:	5 full days per week. Between 7.00am – 6.00pm £167 per week (includes breakfast, lunch and tea)
Full Day:	1 – 4 days per week. Between 7.00am – 6.00pm £38 per day (includes breakfast, lunch and tea)
Sessions:	Between 7.00am – 12.30pm £21** per session (includes breakfast) Between 1pm – 6.00pm £21** per session (includes tea)
Extra hours:	£5.00 per hour (or part of) Extra hours can be booked when added onto a morning or afternoon session (up to a maximum of 1 hour).
Nursery Lunch:	£2.00 per 2 course freshly prepared lunch per day.

SESSIONS BOOKED	WEEKLY FEE	MONTHLY FEE
FULL DAYS	£	£
5	167	696
4	152	633
3	114	475
2	76	316
1	38	158
SESSIONS	AM/PM	£
5	105	438
4	84	350
3	63	263
2	42	175
1	21	88

**If you wish for your child to have lunch there is an additional fee of £2.00 per day.

Children who are eligible for 15 hours funding will receive FREE childcare and education for 15 hours per week term time only (38 weeks) or 11 hours per week all year round.

Children who are eligible for 30 hours funding will receive FREE childcare and education for 30 hours per week term time only (38 weeks) or 22 hours per week all year round.

See manager for further details of the allocation of the government funded hours.

15 hours and 30 hours funding: Fees are due for food and drink. £4.00 per full day or £2.00 per AM/PM session. Extra days, sessions or hours not covered by the funding are charged at usual rates.

Hot meals are served at lunch time. See menus for further details. Dietary needs are discussed with the nursery cook. Drinking water and healthy snacks are available throughout the day.

Fees are paid monthly in advance and are calculated on the basis of the nursery being open for 52 weeks a year, although we only charge for 50 weeks to allow for 2 weeks holiday entitlement @ 100% reduction in fees.

Please Note. There are NO reduction in fees for absence due to family holidays, Bank Holidays, sickness or any other reason.

FEES WILL BE REVIEWED ANNUALLY