



**KINGSWOOD**  
early years nursery



# *Our Philosophy*

“Happy Children means happy parents, that’s our commitment to you.”

*Our nursery is designed to provide children with a safe, secure, happy, healthy and stimulating environment. We offer a child-centered approach where children are encouraged to develop their creativity, individuality and self-confidence in secure surroundings, led by fully trained staff that have a real rapport with the children in their care.*

*Children need to feel a sense of security and belonging when they are away from their parents, and this is key to the philosophy of our nursery. We strive to ensure that they all feel happy, relaxed and safe, and encourage them to feel confident in co-operating and developing good relationships with the adults caring for them as well as the other children in the group.*

*You'll find a wide range of appropriate learning materials and stimulating, high quality toys and activities, both indoors and outdoors. Children are provided with a varied, healthy snack, fresh air, exercise, rest and play, all contributing positively to their physical, emotional and educational development. Surrounded by their peers, they can develop at their own pace, play a full part in activities designed for their age, and enthusiastically learn new skills through play all within the Early Years Foundation Stage Framework.*

*Every child is recognized and treated as an individual, within a framework of the highest ethical standards and equal opportunities. We work closely with parents to provide a level of care that meets the high standards you'd expect for your child.*



## **Full Day Care Fees**

### **Fees per month: September 2016/2017**

#### **How much are the daily fees?**

We have designed our day to meet your needs.

Hours	Fees
9am-12pm	£20
1pm-4pm	£20
12pm-1pm	£10 (lunch included)
9am-4pm	£50

Children will be provided a hot lunch from Zebedee's, a very well-known catering company You can choose the sessions to meet your needs. Please see the website for menu [www.zebedees.co.uk](http://www.zebedees.co.uk)

To assist budgeting, fees are calculated on a calendar month basis and reviewed every September and are subject to change. We offer 10% discount for children doing full time hours.

#### **Sibling discount**

Siblings attending five full days per week offered a 10% discount.

#### **Joining our waiting list**

A non-refundable administration fee of £50.00 is required to join our waiting list register, which is not applicable to the funded children.

#### **Securing a place**

Once you have been offered a place for your child a deposit of £150.00 is required to secure the place. The deposit is repayable within 12 weeks of your child departing from the nursery, and is subject to a term's written notice of your child leaving the nursery being received. The deposit and one full month fees are not refundable should the place at the nursery not be taken.

#### **Payment of Fees**

All fees are payable by the 1<sup>st</sup> week of every month by standing order, cash or cheque. Any returned cheques or reminders for non-payment of fees will result in administration fee of £25 per reminder. If your account stays outstanding for more than five working days, then your child may lose their place in the nursery. No refund or day swap is given for days unattended due to sickness, family holidays, or bank holidays.

## **Child Care Vouchers**

We are affiliated to and accept most of the Childcare Voucher Schemes offered by employers. The current allowance for tax saving has been capped at £55.00 per week/£243.00 per month per parent/guardian. Please check with your employer.

## **Additional Financial support**

Please visit <https://www.gov.uk/child-tax-credit/overview> for additional financial support you may qualify for. For further information, please contact the Tax Credit Helpline on 0845 300 3900.

## **Further information**

The nursery is open 38 weeks of the year, Term time only.

Fees include extra activities such as Cooking, Yoga, Dramas, Wild fangs as well as a hot lunch and snacks.

Parents are requested to supply nappies, wipes, and formula milk if your child is using any of the above.

There is specific timing to drop of your children this is between 9.00am and 9.30 am for the morning session and between 1.00pm and 1.30pm for the afternoon session. Children arriving after the allocated time will not be accepted in the session and will be asked to come in next time they are due in.

The pickup time starts from 11.45 am for the morning session and from 3.45pm for the afternoon session. Please ensure the prompt pick up from the nursery because that will allow us to run the other sessions on time. If you need to pick up your child early, please talk to manager to arrange that.

Late collection charges apply when you collect your child late from the nursery. Please call the nursery if you are going to be late to pick up your child, so the nursery is aware that you are still coming otherwise emergency numbers will be contacted and the late collection child's policy will be followed.

## **Full Day Care: 2-5-Year-Old Fee and Funding Information**

### **Questions & Answers**

**From which month is my child eligible for the 2-5-year-old government funded fee rate?**

2 years old by 31 March will be eligible from 1st April (summer term)

2 years old by 31 August will be eligible from 1<sup>st</sup> September (autumn term)

2 years old by 31 December will be eligible for from 1<sup>st</sup> January (spring term)

**How many weeks per year is my child funded for?**

2-5-year-old government funding entitlement is for 38 weeks of the year.

**How many hours is my child funded for?**

The government will fund 2-5 year old's for up to 15 hours per week

**How will I receive the government funding for my child?**

The number of funded hours will be your free entitlement goes directly to the provider and you will be charge for only the additional hours you taken up. We are currently offering hours of 9-12pm and 1-4pm for your free entitlement. Please don't forget to sign your funding form along with your Registration Form.

**What if I want to send my child to the nursery for all your around?**

That is not a problem. Even though the nursery operates 38 weeks a year, we can accommodate your child at our Sister Nursery, Kingswood Day Care Nursery where we can offer you all year around care. We will try our best to accommodate your needs so that your child gets continuous care from Kingswood. Please make it clear to our manager when you register your child.



## **Frequently Asked Questions**

### **1) How long will the settling in period last?**

Your settling in times will be booked either during your first visit or on the telephone.

Settling in will last one week depending on your commitments but little and often is advisable rather than booking lengthy sessions.

This transition period enables you to make short periods of separation from your child, which can be a little bit of a struggle for the first few days and can even result in parents needing the odd cuddle!

Meeting other parents during this period will help you become part of network of parents in the local area. Children attending 2 days or less can need considerably more time to adjust to nursery life and that's the reason we do not allow any child to do less than 3 sessions a week. Remember it is a period of change and both you and your child will need time to adjust to the nursery environment.

### **2) How often can I call to check on my child's progress?**

Please call us as often as you wish. **BUT please avoid calling between 10.30am and 2.00 pm.** If you would like to discuss your child's progress, please call to make an appointment with the manager and your child's key worker.

### **3) Who should I speak to if my child is not happy?**

If you feel your child is not happy then please do not hesitate to speak to the nursery manager or a member of staff. Through regular communication, we can normally resolve any issues and find some relevant solutions that suits your child and you.

### **4) What should I do if my child will not eat?**

Your child may take a few weeks to adapt to the nursery environment. Not wishing to eat is a sign of either teething/illness or feeling a little unsettled. Don't worry, with support, love and lots of cuddles we will support your child during this transition period.

### **5) What do I need to bring into nursery?**

Please bring a small clearly labelled bag containing a change of clothes, wipes, nappies and a comforter/dummy (if your child has one).

### **6) Labelling your child's belongings?**

You can easily label your child's clothing and other belongings using iron on labels. It is very important to label your child's belongings to prevent them getting mixed up with the other children at the nursery - especially children's bottles and lids.

### **7) What should I do if my child's belongings are missing?**

Please label all the belongings of your child so that we can ask all parents to check if they have/haven't taken your belonging's home and we will request for its return. Please note clothing, bottles etc. will go missing and we cannot be held responsible for any losses, but labelling all items will reduce this. Please help us help you.

### **8) What do I do if my child is ill?**

If your child is running a temperature, then we will let you know immediately. Through your consent we will administer a pre-agreed amount of Calpol. We can only administer one dose of Calpol during the duration of the day so if your child is still running a high temperature then they will need to be taken home. As part of our policies and procedures if your child has sickness or diarrhea your child will need to stay at home for 48 hours before returning to nursery.

### **9) What happens on bank holidays and at Christmas?**

The nursery will be closed for all bank holidays. We follow the Merton council term dates, so please refer to Merton council websites for more information.

### **10) Can I ask the staff to babysit?**

In one word, No - we do not permit staff to babysit for clients in their nursery for professional reasons.

### **11) What do I do if my child has multiple caregivers?**

If you have multiple caregivers looking after your child, please inform the Nursery. This would include providing photographs of the people that may pick up your child. We may require that person to have a password of your choice. We like to work hand in hand with you for the best possible progress for your child.

## **12) What will a typical day be like for my child in the nursery?**

A taster of our day depending on the age of your child....

### **Morning Sessions**

**9.00am-9.30am:** Drop offs and Free play

**9.30am- 10.00am:** Registration and circle time

**10.00am-10.30am:** Themed activities

**10.30am-11.00am:** Wash Hands and Snack Time

**11.00am-11.30am:** Outside Play

**11.30am-12.00am:** Free Play, pick-ups and story time

**12.00pm-1.00pm: Lunch Hour + sleep/rest time for full time children**

### **Afternoon Sessions**

**1.00pm-1.30pm:** Drop offs and Free play

**1.30pm-2.00pm:** Registration and Circle time

**2.00pm-2.30pm:** Themed activities

**2.30pm-3.00pm:** Wash Hands and Snack time

**3.00pm-3.30pm:** Outside play

**3.30pm-4.00pm:** Free play, Pick-ups and Story time