



KINGSWOOD
early years nursery



Kingswood Early Years Nursery
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Our Philosophy

About Kingswood Nurseries

Kingswood Nurseries are a family-owned business dedicated to providing a fun, stimulating, and nurturing environment that supports the healthy development of every child. Our nurseries feature state-of-the-art facilities, including bright, spacious rooms and exceptional outdoor areas designed to inspire curiosity and creativity.

Our highly skilled and enthusiastic team creates a secure and engaging setting that encourages imaginative play and learning. We take great pride in offering a warm, supportive atmosphere where each child's physical, emotional, and social development is carefully nurtured.

Recognising the uniqueness of every child, we are committed to helping them reach their full potential from as young as 3 months up to 5 years, supporting them throughout their early school years. We are open for 51 weeks of the year, providing consistent care and learning opportunities for families who require year-round support.

We warmly invite you to explore our website and book a FREE Stay and Play session, where you can learn more about our childcare facilities and take a virtual tour to see how we foster a caring, enriching environment for every child.

At Kingswood Early Years Nursery, our mission is to enrich the lives of the children and families we serve by providing a nurturing, inclusive, and dynamic setting. Through high-quality play and learning experiences, children are supported in developing new skills and gaining confidence. We aim for every child and family to feel valued, supported, and truly happy because at Kingswood, we believe that a happy child leads to happy parents.

Opening Hours

Kingswood Early Years Nursery is open Monday to Friday, from 8:00 AM to 6:00 PM, operating 51 weeks per year to provide consistent care and support for families. The nursery is closed on all bank holidays, during the Christmas to New Year period for one week, and for two inset days per year dedicated to staff training and professional development. These closures ensure our team remains up to date with best practices, allowing us to maintain the highest standards of early years care and education.



Enrolment and Fees:

Description	Cost Type	Unit Price	Cost unit
8am-6pm from 3 months to 2 years old (non-funded, including meal provision)	Per Day	£100	Daily
Half-day session from 3 months to 2 years old (non-funded, including meal provision)	Per Day	£52.50	Daily
8am-6pm – 2 years old (non-funded, including meal provision)	Per Day	£95	Daily
Half-day session 2 years old (non-funded, including meal provision)	Per Day	£50	Daily
8am-6pm -3, 4 & 5 years old (non-funded, including meal provision)	Per Day	£90	Daily
Half-day session -3, 4 & 5 years old (non-funded, including meal provision)	Per Day	£47.50	Daily
9am-12pm- funded session (excluding meal provision – Term time only)	Per session AM	£0	Daily
1pm-4pm-funded session (excluding meal provision – Term time only)	Per session PM	£0	Daily
9am-12pm -2,3,4 & 5 years old (non-funded, excluding meal provision)	Per session AM	£35	Daily
1pm-4pm- 2,3,4 & 5 years old (non-funded, excluding meal provision)	Per session PM	£35	Daily
9am-4pm – For 2,3-,4- & 5-year-olds (non-funded, including meal provision)	Per Day	£75	Daily
9am-4pm -2 years old (including 30 hours funded childcare, 1 hour lunch and childcare provision – term time only)	Per week	£60	Weekly
9am-4pm -3,4 & 5 years old (including 30 hours funded childcare, 1 hour lunch and childcare provision – term time only)	Per week	£55	Weekly

To secure a place at Kingswood Early Years, a completed registration form, a £50 registration fee, and a £200 deposit are required. Families accessing only Free Early Education Entitlement (FEEE) hours (15 or 30 hours) are not charged a registration fee or deposit. However, if funded hours are combined with additional paid sessions, both the registration fee and deposit will apply, please note the registration fee is non-refundable.

The deposit is refundable only if your child has attended for at least three months and all fees have been settled in full. If your child is withdrawn before completing three months, the deposit will be forfeited.

After the initial three-month period, eight weeks' written notice is required to withdraw your child. Any refunds, if applicable, will be processed via cheque or BACS once the account has been cleared.

We offer a limited number of standalone FEEE-only places. Availability is limited, so please contact us for the most up-to-date information on eligibility and vacancies. For families using FEEE-only hours, we will work with you to create a pattern of attendance that is convenient and supports your childcare needs.

Safety and Meals:

To ensure the safety of all children, particularly those with airborne allergies, no food or snacks may be brought into the nursery. If you apply for the free 30-hour funding, the nursery hours during term-time will be from 9:00 AM to 4:00 PM. However, during the lunch hour from 12:00 PM to 1:00 PM, if you wish to provide your own food and not pay for lunch, you will need to collect your child and feed them off-site. Please note that there are limited spaces available.

Uniform:

From the age of 2 years, a full set of uniform is compulsory. The initial set costs £55, with additional items available for purchase as needed. Uniforms can be purchased directly from the

nursery. Wearing a uniform fosters a sense of belonging and helps support a smooth transition to school.

Healthy lifestyles:

Our menu is nutritionally balanced and has evolved to reflect the needs of families who have used the nursery, past and present. Lunches are prepared and provided by Zebedee's, a well-known catering company. You can learn more about their services by visiting their website <https://zoo.zebedees.co.uk/>. The tea meals are prepared on-site by a qualified cook, and menus are displayed in our hallway.

Special educational needs and disabilities (SEND)

We are committed to ensuring that children with special educational needs and disabilities can fully access the Early Years foundation stage curriculum and we recognise the importance of communication with families in meeting the needs of children.

Staff at Kingswood will use their best endeavours to identify, assess and make suitable provision for children with special educational needs and disabilities. Our full SEND policy is available upon request. For information on resources and support locally, please visit the Merton local offer page, which can be found here: www.merton.gov.uk/localoffer. Our management team will inform you about these details before pre-booking to ensure we can best meet your child's needs.

Book a Visit:

Kingswood Early Years Nursery offers a complimentary stay-and-play session of up to one hour prior to registration, allowing parents and carers to experience our services firsthand. We also provide a free settling-in week for both parent and child before the official start date. This helps parents build relationships with our staff and ensures that each child feels comfortable and happy. We believe that happy parents contribute to the well-being of their children. To book a visit, please contact us by phone or email, providing the details of both the parent(s) and child.

Discounts:

A 10% discount is offered for siblings attending five full days per week or for children attending full-time. This discount will cease if the sibling leaves. Discounts do not apply to funded hours, and funded children must attend at least 80% of their scheduled sessions to retain their funding eligibility.

Holiday Discounts:

Holiday discounts apply only to paid sessions outside funded hours. A discount of up to 20% may be granted if at least eight weeks' written notice is provided via email. Discounts are available for up to four weeks per year of absence; beyond this, standard fees apply.

Joining our waiting list:

A non-refundable administration fee of £50.00 is required to join our waiting list. This does not apply to the Free Early Education Entitlement (FEEE) waiting list.

Securing a place:

Once a place has been offered for your child, a deposit of £200.00 is required to secure the spot, along with one full month's fees paid in advance. This does not apply to the Free Early Education Entitlement (FEEE) waiting list. The deposit will be refunded within eight weeks of providing written notice of your child's departure from the nursery. Please note that the deposit is subject to an eight-week written notice period. If you choose to cancel the place within three months of securing it, the deposit will be non-refundable.

Billing and Payment Deadline:

All fees are billed by Kingswood Early Years Limited and must be paid one month in advance, no later than the 8th of each month. Payments can be made via standing order, direct debit, cheque, bank transfer, cash, or workplace nursery vouchers.

Obligation to Pay:

Fees remain payable in full even if your child is absent due to illness, personal circumstances, or holidays, as this ensures that staffing ratios and resources are maintained for the required level of care. Sessions cannot be swapped, exchanged, or transferred to alternative days or times, and make-up sessions are not permitted. Additional sessions may be booked with prior approval from the Manager and will be charged at the standard rate. Any changes to the initial booking of days require a minimum of two weeks' notice and approval from management.

Non-Payment and Late Fees:

Fees not paid by the 8th of the month will incur a daily non-payment charge of £25. Overdue accounts may result in the suspension of your child's attendance until payment is received in full. If an account remains outstanding for more than two weeks, your child's place may be cancelled. Overdue fees are also subject to interest in accordance with the Late Payment of Commercial Debts (Interest Act 1998). An administration fee of £25 will be applied for each payment reminder issued more than three working days after the due date. Any bank charges arising from failed payments will be passed on to the parent or carer. Persistent non-payment may ultimately result in refusal of entry for your child.

Non-Refundable Fees:

No refunds will be given for days missed due to sickness, family holidays, inset days, or bank holidays. Parents are responsible for fees during sick days, bank holidays, and staff training days (two inset days per year).

Staffing and Resource Planning:

All staffing and food orders are arranged at least two weeks in advance. Due to specific staff-to-child ratios, the nursery cannot adjust for sudden child illness.

Staff-to-Child Ratios by Age Group



For **babies** aged three months to two years, the recommended staff-to-child ratio is one adult for every three children (1:3). This ensures that the youngest children receive the close supervision and individualised care they need for safety and development.

In the **Caterpillar Group**, which includes children aged two to three years, the ratio is slightly higher, with one adult for every five children (1:5). At this age, children are more mobile and curious, so adequate supervision is essential to support their learning and exploration while maintaining safety.

For the **Butterfly Group**, comprising children aged three to five years, the ratio is one adult for every eight children (1:8). Older preschoolers are more independent and capable of following instructions, but attentive staff guidance is still important to foster social, cognitive, and emotional development.

Staff Training and Qualifications:

All our staff are fully trained and qualified, with a minimum of Level 2 or working towards an apprenticeship/Level 3 qualification. They are DBS checked, hold first aid and safeguarding certifications, and have completed basic SEN training. Staff are skilled in observing, recording, and reporting any concerns and operate in full compliance with our safeguarding policies and procedures.

Key Person Allocation:

After a week of settling in with their parents, each child is allocated a Key Person and a Secondary Key Person to ensure consistent support and strong relationships within the setting. This information is shared with parents in writing through our Key Person Letters, which include details about the staff members assigned to their child. These letters help families get to know the people who will be directly supporting their child, fostering communication, trust, and a sense of security.

Fee Review and Notice:

The nursery reserves the right to review and amend fees, operating hours, or terms when necessary to ensure the safe and effective running of the setting. Fees are reviewed annually in April. A two-month written notice (or one month's fees in lieu) is required to withdraw or reduce hours.

Tax-Free Childcare (Government Scheme):

At Kingswood Early Years, we aim to make childcare as accessible and affordable as possible. We accept Childcare Vouchers through many employer schemes, which can save you tax—currently up to £55 per week or £243 per month per parent/guardian. Please note, if you successfully apply for Tax-Free Childcare, you cannot continue claiming vouchers or direct childcare payments. For working parents, the government's Tax-Free Childcare scheme can provide up to £500 every three months per child (up to £2,000 per year) by contributing £2 for every £8 you pay into your child's online childcare account. This can also be used alongside 15- or 30-hour free childcare, if eligible. We recommend checking with your employer and exploring the options that best support your family, and our team is happy to guide you through the process. <https://www.gov.uk/tax-free-childcare>.

Save on Childcare with YellowNest:

At Kingswood Early Years Nursery, we are proud to partner with YellowNest to make childcare more affordable for our families. Eligible parents can save on fees while securing a flexible, nurturing place for their child. Spaces are limited, so early registration is recommended.

Find out more at www.yellownest.co.uk

Childcare Vouchers at Kingswood Early Years

Kingswood Early Years is pleased to inform parents and guardians that we accept Childcare Vouchers through employer schemes.

- Many employers offer Childcare Voucher Schemes which can help you save on tax.

- The current allowance is £55 per week or £243 per month, per parent/guardian.
- Important: If you successfully apply for Tax-Free Childcare, you will no longer be able to claim childcare vouchers or directly contracted childcare payments.
- Please check with your employer to confirm whether they participate in a childcare voucher scheme.

For more information on how to use your vouchers at Kingswood Early Years, please contact our office – we'll be happy to guide you through the process.

Free 15 Hours Childcare at Kingswood Daycare Nursery

If your child is 2 years old, you may be entitled to up to 15 hours a week of free early education and childcare at Kingswood Daycare Nursery. This funding is available for families who receive certain government support or meet specific eligibility criteria.

Parents can check their eligibility using the Merton Council website here:

https://directories.merton.gov.uk/kb5/merton/directory/site.page?id=E_DK2NzGILo&familychannel=0

If you're eligible, you'll receive a code that you can share with Kingswood Daycare to secure your funded place.

How to Apply for Childcare Funding

To apply for childcare funding, it is important to first check your eligibility and be aware of relevant application deadlines. You can apply for your funding code up to 16 weeks before your baby turns 9 months old. Applying within this timeframe helps secure your place and avoids delays in accessing funded childcare. If you've already registered, you can sign in to your childcare account to manage your application.

Working Parents: How to Apply for 30 Hours Free Childcare

Working parents can apply for 30 hours of free childcare for children aged 3 and 4, starting from when the child is 9 months old. To be eligible, parents must be employed and provide proof, such as payslips or a work contract. Applications can be submitted online through the UK government website: Apply via GOV.UK [gov.uk+2childcarechoices.gov.uk](https://www.gov.uk/childcarechoices).

Early application is recommended, and once approved, the funding can be used at registered nurseries or childcare providers.

We Accept College Childcare Payments:

At Kingswood Early Years Nursery, we understand that childcare costs can be a significant concern for families pursuing education. That's why we are pleased to accept payments directly from colleges for registered nursery fees. If your college provides a childcare support scheme, we can work with them to receive invoices and process payments, helping to make your childcare arrangements as smooth as possible. Please contact us to find out what documentation we require to set up direct payments with your college.

Universal Credit Can Help Cover Childcare Costs

Families using Kingswood Early Years Nursery may also be eligible to claim childcare support through Universal Credit. Universal Credit can reimburse up to 85% of your childcare costs, subject to eligibility. To qualify, your childcare provider must be registered and approved, and you must provide proof of payments such as invoices or receipts. Our team is happy to provide all the necessary details—such as our registration number and official invoices—to help you claim your Universal Credit childcare support efficiently.

If my child turns 9 months old between	I can access 30 funded hours from	And I need to apply by
1 January to 31 March	Term starting on or after 1 April	31 March
1 April to 31 August	Term starting on or after 1 September	31 August
1 September to 31 December	Term starting on or after 1 January	31 December

If you start a new job or are on shared parental, maternity, paternity or adoption leave



The date you start a new job or return to work will affect when you can get free childcare.

Date of starting or returning to work	When you can get your hours from
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1 May to 30 September	Term starting on or after 1 September
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1 October to 31 January	Term starting on or after 1 January
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1 February to 30 April	Term starting on or after 1 April
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At Kingswood Early Years Nursery, we offer funded childcare for eligible children. You can choose 15 or 30 hours per week during term-time (38 weeks per year), which equates to 570 hours per year for 15 hours/week or 1,140 hours per year for 30 hours/week. Alternatively, these hours can be stretched over 51 weeks, giving approximately 11.18 hours per week for the 15-hour option or 22.35 hours per week for the 30-hour option. Spaces are limited, so to secure your child's funded place, please provide your funding code to our nursery management team as soon as possible.