

SANDFIELD PARK DAY NURSERY GUIDELINES 2016

OPENING HOURS

7.30am – 6pm Monday to Friday.

We are closed on Bank Holidays.

SESSION TIMES

Morning session times are 8.00am - 1.00pm

Afternoon session times are 1.00pm - 6pm

For late collection of children:

Parents/Carers who collect their children late will incur a charge of £5 for every five minutes that they are late.

Although attendance at Nursery is voluntary, it is desirable for your child to have a regular pattern of attendance. There may be occasions, however when absences are necessary. This may be due to several different reasons or because a child is finding it difficult to separate from their parent(s).

In order to maintain the safety of all children and to promote regular attendance we ask that parents/carers notify the Nursery as early as possible on the first day of a child's absence and indicate if possible the expected length of absence.

Thank you

FEES

For children under 2 years old:-

5 Full days	£197.50
1 day	£ 41.50

For children over 2 years old:

5 Full days	£185.50
1 day	£ 39.00
5 Morning Sessions (with lunch)	£121.25
1 Morning Session (with lunch)	£ 24.25
5 Afternoon Sessions (with snack)	£116.25
1 Afternoon Session (with snack)	£ 23.25

Nursery Deposit

Once you have been offered a place at the Nursery you will be required to pay a deposit of one weeks' fees. This deposit is held on your account and is non-refundable should you decide not to take the place. This deposit is used for your last weeks' fees before your child leaves us to go to school.

Paying Nursery Fees

Nursery fees are payable on a weekly basis every Tuesday via a debit or credit card. You are required to provide written consent for us to take the fees from your account. If you would prefer to pay your fees monthly they will come out of your account on the 1st of every month.

You may be entitled to claim nursery vouchers from your employer. These are not means tested and both parents/carers can claim a maximum of £243 vouchers per month, provided your employer is registered with a childcare voucher provider. Some

providers require an account number and ALL providers require our Ofsted registration number. For more information please speak to Claire.

You may also be entitled to receive Tax Credits, however this is means tested and you will need to check your eligibility with the Tax Credit Office.

Some children aged 2 are able to claim a maximum of 15 hours per week free nursery education depending on whether you as parents/carers meet a certain eligibility criteria. For more information please speak to Claire.

Finally, all children aged 3-4 are able to claim a maximum of 15 hours per week free nursery education (again there are certain criteria surround this grant) and this will be automatically applied to your account the term after your child's third birthday. For more information please speak to Claire.

Nursery Fees will be reviewed on 2nd April each year.