



The Day Nursery

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Welcome To The Day Nursery

Nursery Prospectus

The Day Nursery is situated in the centre of Peterborough (within a very short walking distance of the Train Station, Bus & Coach Stations & the Queensgate Shopping Centre). The nursery is located next to the Museum.

The Aim Of The Day Nursery Is To:

- To provide a safe, secure and stimulating environment for all children.
- To encourage the development and education of children aged 3 months-5 years old.
- To offer a warm, friendly, homely, relaxed environment.
- To work within an approved framework within Ofsted guidelines which ensures equality of opportunity for all children and families.
- Each child is treated as an individual and are encouraged to play happily together.
- We are careful to take a positive account of gender, religion, ethnic and cultural origin so that we can respect all parents' wishes about their child's development.
- The nursery area is structured to allow us to provide a meaningful, structured curriculum for all the children in the nursery.

Nursery Opening Times:

- ❑ We are open Monday to Friday 7.30am – 6.30pm.
- ❑ We are closed on all Bank Holidays and during the Christmas Holiday period, normally closing 1 hour earlier on Christmas Eve and re-open on the first working day after New Year's Day.
- ❑ As we are closed over the Christmas Holiday period, nursery fees are payable for 51 weeks of the year.
- ❑ We do not charge fees for the week when we are closed at Christmas.
- ❑ Normal charges are applicable for Bank Holidays, to cover staff costs.
- ❑ Normal charges are still applicable for your booked in sessions, if your child will not be in nursery due to family holidays/sickness or any other absence.
- ❑ If for any reason your child will not be in nursery for their booked in session, we will be very grateful if you could please ring and let us know before 9am on the day or preferably in advance, so we know how many children we are providing food for that day.

Nursery Places/Bookings/Sessions:

- Full and part time sessions (part time sessions shall fall within the normal session times).
Morning Session - 7.45am – 1pm
Afternoon Session – 1pm – 6pm
- **Funded only** session times are:
Morning Session – 7.30am – 1pm
Afternoon Session 1pm – 6.30pm
- If you require an early drop off from 7.30am, you must book this in advance and pay an additional £2.50 per session, unless this falls within your child's funded hours.
- If you require a late collection up to 6.30pm, you must book this in advance and pay an additional £4.50 per session, unless this falls within your child's funded hours.
- For any changes to the booked number or times of the sessions taken at the nursery we require 4 weeks' notice, in writing. Should you require extra sessions on a permanent or temporary basis, we may be able to provide them sooner depending on availability.

- We do not offer Term Time only places.
- No registration fees.
- Webcam in all of the rooms.
- Biometric fingerprint door access system.
- FREE Dance Classes with all children with an ISTD and IDTA qualified dance teacher.
- FREE Sports Coaching for Room 4 and Pre-School Children. The children will learn many new skills including team work, hand & eye co-ordination, motor skills, improvement of balance & co-ordination as well as posture, development of cognitive skills, increased self-confidence, improved social skills, and have lots of fun!
- FREE Bilingual Sessions in Preschool, children learn French and Spanish
- Menus have been written in accordance with the School Food Trust Early Years Guidelines.
- We offer the Government Funded 'Free' Nursery Places for 2, 3 And 4 Year Olds.

Staff Ratios:

- Children aged 0-2 – staff ratio of 1 member of staff for every 3 children
- Children aged 2-3 – staff ratio of 1 member of staff for every 4 children
- Children aged 3+ - staff ratio of 1 member of staff for every 8 children

Parental Partnership:

Our aim at The Day Nursery is to work closely with parents. We do this by using daily diaries, a parents' information board, monthly newsletters, speaking to parents on a daily basis and by emailing parents messages via a system called Famly. We have termly parent consultations where parents can book an individual appointment with their child's key person. We have a parents' book and game lending library located in the nursery foyer. Your children's Learning Journey document is online for you to access any time on Famly. We work in partnership with parents to allow each child to fulfil his/her potential.

Fees and Invoices:

- ❑ Invoices are emailed to parents at the beginning of every month unless you request a paper copy. We would prefer nursery fees to be paid in full by the first Friday of the month. However we appreciate that this may not always be possible for everyone, therefore all payments including vouchers **should be paid in full by the 1st day of every month.**
- ❑ For all new starters the first months' nursery fees should be paid on the child's first day.
- ❑ The Day Nursery's payment options are by monthly standing order, by internet banking – (payment direct into our bank account) or card machine. We do not accept cash payments, as we are charged high bank charges for banking cash. Our bank details are on the bottom of all invoices.
- ❑ We do not accept cheques.
- ❑ We offer a reduction for all full time places and a 5% sibling discount for each child where a brother or sister is already attending the nursery. Special discounts apply for twins and triplets, please ask for further details. We cannot offer sibling discount if your oldest child is accessing 30 Hours Funding.
- ❑ We accept a variety of childcare vouchers.
- ❑ We reserve the right to terminate a nursery place due to non-payment of fees.

Sessions	Deposit
½ a day – 2 days a week	£150.00
3-4 days a week	£200.00
Full Time	£300.00
2, 3 or 4 year old children accessing funding only hours & paying for nursery meals	£50.00
2, 3 or 4 year old children accessing funding only hours & bringing own food	£50.00

- ❑ We cannot secure your booking until the deposit is paid.
- ❑ The deposit will be deducted from your final invoice.

- ❑ If for any reason you cancel your booking after you have paid your deposit or amend the start date and/or the number of days attending and we cannot accommodate these changes then the deposit will not be refunded.
- ❑ If you amend your child's start date, we will only hold the place for a maximum of one month after the original start date. If your child does not start within the month, we reserve the right to cancel your booking and not refund your deposit.

Festivals:

We aim to acknowledge all the festivals, which are celebrated in our area and/or by the families involved in the nursery.

NurseryCam:

NurseryCam is a secure webcam facility, which allows parents to view, live video images of their children securely over the Internet. All live images are encrypted before being sent through the Internet and are securely accessed only by bona fide parents with the correct passwords. Cameras are installed in all of the rooms including the entrance foyer. Please note there is a maximum of two users per child/family.

Fingerprint Biometric Door Entry System:

Fingerprint identification is the most secure form of access control, which means that only authorised people can enter the nursery.

Working Family Tax Credit:

We are unable to waiver fees, or late payments charges if you are in negotiation with the Working Family Tax Credit, as we still have bills and staff wages to pay each month. Your childcare fees continue to be payable (even if your WTFC payments have stopped), and should be paid by the 1st day of the month.

Termination of Nursery Place:

- ❑ We require 4 weeks' notice, in writing, should a nursery place wish to be terminated for any reason. Parents are liable for the usual nursery fees throughout the notice period. If a parent withdraws their child during this notice period fees are still payable.
- ❑ Fees will apply if insufficient notice is given.
- ❑ If you receive 2/3/4 year old funding and you leave not giving us the required 4 weeks' notice, we are allowed to claim for the notice period, this would mean that you would not be able to claim funding hours at another setting during the notice period.
- ❑ For children leaving nursery, all fees should be cleared by the child's last day at nursery.

Collecting Your Child:

- ❑ The nursery must be advised if the person collecting your child is to be changed at any time.
- ❑ The nursery will never release a child into the care of anyone unknown to a senior member of staff.
- ❑ Please give the person who is picking up your child, the agreed password, which they must quote to a member of staff.
- ❑ There will be a fine of £15.00 charged for every 10 minutes that you are late picking up your child. This applies if you are late collecting your child after the morning session which finishes at 1pm, as we have staff to child ratios to maintain at all times.
- ❑ If your child has not been collected by 6.01pm, there will be an automatic late fee charge of £15.00 and £15.00 for every 10 minutes thereafter i.e. 6.01pm £15.00, 6.11pm another £15.00 (£30.00 in total).
- ❑ If your child is booked until nursery until 6.30pm and has not been collected by 6.30pm, there will be an automatic late fee charge of £15.00 and £15.00 for every 10 minutes thereafter i.e. 6.31pm £15.00, 6.41pm another £15.00 (£30.00 in total).
- ❑ Late fee charges must be paid in cash within 72 hours. If this charge remains unpaid after 48 hours, a late fee of £25.00 will be applied each week this remains unpaid. This money is given directly to the 2 members of staff who have stayed behind in their own time to care for your child.