

Oakmere Children's Nursery



Admissions Policy

Terms and Conditions

We are open all year round excluding Bank Holidays. Standard opening hours are 8am – 6pm Monday to Friday. Morning sessions are 8am-1pm. Afternoon sessions are 1-6pm. We can provide childcare from 7 or 7.30am, charged at an additional rate. Late collection of children without notice may incur an extra charge.

Unless your place is fully funded, a securing deposit of £50 is required upon submission of the application form. This amount shall be deducted from the first month's fees.

Children may only be collected by the nominated adults on the enrolment form unless prior agreement is made. All persons collecting children must be 16 or over. We reserve the right to refuse anyone entry.

Children's fees are payable in advance on the first of the month. If fees remain unpaid for a period of one week after the due date we reserve the right to terminate your child's place. A late payment fee may be charged.

We will provide a gym bag for spare clothes. We ask that you provide a sun hat and warm hat labelled with your child's name that can be kept here. Nappy rash cream where necessary, will be provided from home. We ask that you provide a suitable water bottle for your child to be kept at Nursery or brought in daily.

Formula or breast milk will be provided from home.

No refund will be given for periods when your child's place is unfilled due to illness or holidays.

No deduction of fees is made for Bank Holidays, upon request we will accommodate attendance on another day where possible.

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In the event of closure due to circumstances out of our control, for example; power failure, mains water restrictions, adverse weather, public health risk; fees will remain payable.

Termination of a child's place requires 4 week's notice. Any alteration to sessions requires 2 week's notice, subject to availability.

Parents/Carers are asked to notify us as soon as possible if their child is likely to be absent. If we have not been given a reason for absence we will contact parents/carers then emergency contacts. If no reason can be obtained we will call the police to ask for a welfare check.

We will not accept children who are suffering from sickness or diarrhoea. Children should be kept at home for 48 hours from the last episode of their illness. A list of exclusion periods for various illnesses can be found in our Health Policy and on our website.

Antibiotics will only be administered after the child has been taking them for at least 24 hours at home and then only with the written authorisation of parents/carers.

We can only administer Paracetamol and/or prescribed medication. After the first MMR we ask parents/carers to keep their child at home for 24 hours in case of any reaction to immunisation.

In the event of a medical emergency we will take your child to hospital, your consent will be sought on enrolment.

We cannot be held responsible for any damage to cars while using the car park or drop off area or any loss or damage to personal belongings brought in from home.

We operate a strictly NO SMOKING Policy within our boundaries.

Intimidation, harassment, violence and threatening behaviour from parents/carers will not be tolerated.

We reserve the right to exclude a child from Nursery/Pre-School with one week's notice.

All policies and procedures are available for parents to view and are subject to change at any time.

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Funding Offer

Government Funding expansion:

April 2024 for eligible working families of two year olds.

September 2024 for eligible working families of children 9+ months old.

September 2025 additional hours for eligible working families of children 9+ months old.

Government Funding is available the term after the child's 9 month, second and third birthday.

We offer the universal 570 hours of funded childcare to 3-4 years olds on a stretched basis over 52 weeks. We also offer the 570 hours of childcare to eligible parents/carers on a stretched basis over 52 weeks. Privately paid for days can be offered on a term time only basis with the addition of a 50% retainer for the 'holiday' weeks. Days and sessions are subject to availability.

Funded sessions are offered in blocks of 10 hours, 8am-6pm or 5 hours, 8am-1pm or 1-6pm. Subject to availability.

Fees include all snacks, meals, nappies and wipes required during your child's stay in Nursery. When your child transitions to 3-4 year old funding in our Pre-School you will provide your own nappies/pullups and there will be an extra charge for meals and snacks (you may provide your own food for breakfast, dinner, tea and snack (dependant on attendance) subject to conditions).

Suncream will be available to purchase, you may supply your own if you prefer.

Funding contracts between parents/carers, Oakmere Children's Nursery and the Local Authority are on a termly basis, contracts and guidance notes are available on our website www.oakmerenursery.co.uk.

Parents/carers will print off, fill in and bring the contract with them on or before their first funded session. Proof of your child's date of birth will be required.

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Funding is reliant on a valid code, fees will be payable if codes have expired or are invalid. Parents/carers will supply us with their code and National Insurance Number in order for us to verify the code with the Local Authority.

For more information and to apply for funding please visit www.childcarechoices.gov.uk.

Fees, funding offers and terms and conditions are subject to change at any time.

March 2024