



Activetime Day Nursery Limited

Information Pack

Kenton (Kenton Park Road)

Call on: 07903126486

Email: nursery@activetime.co.uk

Website: www.activetimedaynursery.co.uk

Nursery address: **Kenton Sports Club, Kenton Park Road**

Kenton, Harrow HA3 8UB

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

Email: **Nursery@activetime.co.uk**

OFSTED registration number **2810527**





We are delighted that you have considered **Activetime Day Nursery** for your child's day care.

Private fee paying

Our opening hours are 9:00am-15:00pm Monday to Friday, 38 weeks a year for children aged 3 months to 4 years old. Last collection is 14:55pm.

How to book to book a place please submit the registration pack and full non-refundable registration fee of £40.00. Once we have your registration form, we will contact you to arrange settling in dates and times.

At the time of booking, you will need to pay a deposit of £150.00. This is refundable when your child leaves us, provided all terms, conditions and policies are met.

Fee's: All childcare fees need to be paid a month in advance via nominated method by the 5th of each month. Please see full policies and procedures for more information.

Settling in process: We will arrange settling in sessions for you and your child to attend. This will help you and your child to familiarise yourselves with the staff and the routine.

You will be introduced to your child's key person, as this will be the daily point of contact when dropping off / picking up your child from nursery. You will also meet the management team, who will go through the daily routine with you.

All fees include all extra-curricular activities, morning & afternoon snacks, milk (not formula). We ask you to provide a healthy packed lunch from home, as we do not have the kitchen facilities to cater for meals.

Funded spaces

- 15 hours (2-year-old funding) will only apply if Harrow council have sent you a letter and this is still active when checked on the online portal. This is only active the term after the child's 2nd Birthday.
- 15 hours (2, 3 & 4-year-old funding) applies to all eligible children the term after their birthday until the last term before they turn 5 years old.
- 15 hours or 30 hours for working parents with children from 9 months to 4 years old, you will need to have an eligibility code access by the deadline date the term before starting.
- 30 hours only applies to children the term after their birthday & if it has been applied for by the term before deadline date. All applications must be made via <https://www.childcarechoices.gov.uk> only valid codes will be able to claim funding.
- You cannot be claiming full funding at any other setting. If changing setting's, you must give the correct notice to use the funding with us.
- We offer the 15- and 30-hours early education entitlement (subject to eligibility). The funded hours that you receive will be shown on your invoice.

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- You can have funded hours on any of the days or sessions in the week, the funding will be taken off your monthly fees. The funding is term time only.

We will have two options:

Option 1: Opt. Out

- ⊗ 100% funded.
- ⊗ No access to nursery in a box (you can pay a one off £40 fee to access this for the duration of your child's time at Activetime Day Nursery).
- ⊗ Your child must attend the full 15 or 30 hours per week.
- ⊗ You cannot change or amend your session times. Your funded hours cannot be stretched and can only be used in term time.
 - You may be able to book additional sessions / holiday clubs but only on a weekly basis as and when available. This will be charged at the private rate under the additional sessions rate.
 - Any more than one extra session per month will incur a £15 administrative fee per additional booking.
- ⊗ No extracurricular activities, such as Dance, Yoga, Cooking, Gardening, Science club.
- ⊗ No meals will be supplied by the nursery.
- ⊗ Supply everything your child will need for the day.
 - AM Snack - 2 x fruit and dry snack as per our menu (10am)
 - PM Snack – 2 x fruit and dry snack as per our menu (2pm)
 - Lunch (this must be healthy and balanced) (12pm)
 - Tea (4pm)
 - Suncream, bibs, nappies, nappy cream, wet wipes (if applicable), water bottle, spare clothes.
- ⊗ Cannot attend celebrations, trips (will be informed at the time and you may be able to pay the additional charge if you wish)

Please see table below for more information.

Option 2: Opt. In

- ✓ Full access to nursery in a box (Chargeable one off £40 fee to access this for the duration of your child's time at Activetime Day Nursery).
- ✓ Your child must attend the full 15 or 30 hours per week.

You may be able to amend your session times and book holiday club providing availability and the correct booking process is adhered to.

- ✓ Your funded hours can be stretched throughout the year. (15 hours will be applied as 11 hours across the year and 30 hours will be 22 hours across the year)

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- ✓ You can use your 15/30 hours in conjunction with private paid hours (i.e. can attend 7:30am-6pm 5 days a week all year around)
 - You may be able to book additional sessions / holiday clubs but only on a weekly basis as and when available. This will be charged at the private rate under the additional sessions rate.
 - Any more than one extra session per month will incur a £15 administrative fee per additional booking.
- ✓ Full access to all extracurricular activities, such as Dance, Yoga, Cooking, Gardening, Science club.
- ✓ AM snack, PM snack & Tea will be supplied by the nursery (depending on the session attended).
- ✓ You will be required to supply
 - Lunch (this must be healthy and balanced) (12pm)
 - Suncream, bibs, nappies, nappy cream, wet wipes (if applicable), water bottle, spare clothes.
- ✓ Will be able to attend celebrations
- ✓ We be able to attend trips (will be informed at the time of any additional charges)

You will contribute as per below. This will appear on your invoice monthly.

opt in Price List 1st April 2026

Session time	Items	Daily breakdown	Daily total	Weekly total
Babies (15 hours)	Food charges	£3.25	£3.25	£12.10
Babies (30 hours)	Food charges	£6.05	£6.05	£30.25
15 hours funding	Food charges Non-food consumable charges Activities charges	£3.25 £1.10 £1.10	£5.23	£20.90
30 hours funding	Food charges Non-food consumable charges Activities charges	£6.05 £1.10 £1.10	£8.25	£41.25

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Private paying price list 1st April 2026

<u>3 months - 23 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-13:00pm	£50.30	£50.30	£50.30	£50.30	£50.30	£251.50
School Day 9:00am-3:00pm	£75.46	£75.46	£75.46	£75.46	£75.46	£377.30

<u>24 months - 35 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-13:00pm	£46.07	£46.07	£46.07	£46.07	£46.07	£230.35
School Day 9:00am-13:00pm	£69.11	£69.11	£69.11	£69.11	£69.11	£345.55

<u>36 months - 48 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-1:00pm	£37.99	£37.99	£37.99	£37.99	£37.99	£189.95
School Day 9:00am-3:00pm	£57.00	£57.00	£57.00	£57.00	£57.00	£285.00

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Booking your child's space

- Complete the registration form & funding form (if applicable), when emailing over the paperwork please include the documentation listed on the registration form.
- Inform us know if you require all year around (50 weeks) or a term time (38 weeks) only space.
- With an all year around space your funding can be stretched to 11 hours or 22.4 hours per week 50 weeks a year. You will need to opt in to allow funding to be stretched.
- When booking half day sessions for a full week, this can be made up of a combination of AM & PM sessions.
- You can mix and match a full week with full days and half days.
- Your child cannot start at the nursery until all paperwork and full fees, including registration & deposits have been received in full, for Private or opt in paying parents.
- You must book a minimum of 3 sessions a week or the full funded hours your child is entitled to.
- Session times & discounted rates are subject to change. Fees will be reviewed and may increase with one months' notice.

Government support with fees

We accept the following methods:

Childcare Vouchers – Fideliti and Edenred. Others can be registered with enough notice.

Student Finance – Parents who are attending some colleges and universities may be able to claim student finance. You will need to speak with your education provider / finance team for more information.

Tax free childcare can be used alongside the 15 & 30 hours funded entitlement. To find out if you are eligible please visit www.gov.co.uk/help-with-childcare-costs or www.childcarechoices.gov.uk

Drop off and collections

Drop off & collections

We ask you arrive on time for drop of and pick up as this routine is very important to your child and the other children within the setting. Last collection of the day is 14:55pm to allow 5 minutes for handover.

All children must be dropped off and collected as per their session time. Any children arriving 10 minutes after their session start time, may be refused entry. No AM admission after 9:15am unless pre-arranged for a medical appointment.

Late pick-ups will be charged at £10.00 for the first 5 minutes and then £2.00 every minute thereafter. If you repetitively collect late your space maybe terminated.

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Parking We have onsite parking please be mindful of other users and emergency access. Please do not block anyone in. If parking on the residential road Please respect our neighbours. Allow plenty of time to walk down the pathway to the nursery.

Payment Methods

- **Childcare vouchers-** You can use childcare vouchers as full or part payment for your childcare. It is the responsibility of the payee to ensure payments are set up in line with contracted payment dates.
- **Tax free childcare-** You can pay in part or full using Tax Free childcare. It is the responsibility of the payee to ensure payments are set up in line with contracted payment dates.
- **Bank transfer / Direct Debit** – it is the responsibility of the payee to ensure payments are set up in line with contracted payment dates.
- **Funded Childcare hours-**
 - 15 hours – for the 15 hours funding for 3–4-year-olds, we will need to see your child's birth certificate. The funding only applies the term after your child's 3rd birthday.
 - 30 hours – you will need to register for this via www.gov.uk/help-with-childcare-costs or www.childcarechoices.gov.uk and provide us with the 11 digit code. It is your responsibility to keep your registration active. If you do not, then you will be fully liable to pay the full amount of your childcare costs.
- **Student finance** – If you claim student finance you must assign us to be able to claim on your behalf before your first invoice is due to be paid. This is paid a week in arrears by student finance, and you must pay your % by the 5th of each month. If your student grant runs out, you are responsible to pay the outstanding balance to the nursery.

Important information: please ensure you read this before coming into the setting.

Appropriate clothing Please make sure your child is dressed appropriately for day care. Please remove all jewellery and ensure their footwear and outfits are safe and practical for the timetable's activities. All footwear needs to be closed toe throughout the year.

Mealtimes Lunch must be provided from home for all children. If your child has dietary requirements, you must inform us before the child starts.

For Private or Opt in for funded hours paying children we provide AM (10:00am), PM (14:00pm) snack & Tea (16:00pm). If you have opted out for funded fees you will need to supply all the above meals in line with our meal policy. If your child has any allergies then please inform us at the time of the booking so we can put together a plan for snack times. For all snacks and mealtimes, the children will be offered water or milk. **All meals MUST NOT contain any NUTS or SEASAME SEEDS.** All meals need to be healthy and balanced and only contain products suitable

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for your child's age. Please see list attached. All lunchboxes with cold fresh food should have a frozen ice pack in them at all times and have to be in the correct lunch box/bag. **No PLASTIC bags**. All children need to bring in a reusable water bottle clearly labelled with their name on it.

Please ensure you provide your child/ren with the following daily, when attending Activetime Day Nursery depending on the weather and what your child/ren will need.

The following are a must all year round & daily.

- Sensible shoes trainers, pumps or alike (easy for the children to get on and off depending on their activities) (flip flops or open toe sandals are not allowed as children do a lot of running around).
- Clothing should be practical and comfortable for your child. As we will be playing inside and outside in all weathers. (Not too many layers as the rooms get warm)
- In a spare bag, brought in and taken home daily (the bag should be appropriate size so your child can carry it for themselves – toddlers and preschool)
 - Raincoat / shower jacket, wellington boots (outdoor play on wet days). Spare shoes must be packed if your child comes to nursery in their wellington boots.
 - Reusable water bottle (child's name clearly visible)
 - A few spare changes of clothes, underwear and socks (all age groups)
 - Depending on the weather; hat and gloves for winter (September to March) and Sun hat, sun cream for Summer (April to August) will also need to be provided.
- If your child is in nappies or pull ups, please provide them daily with nappy cream and wet wipes.
- Toilet training: If you are toilet training your child, please inform us before starting so we can put a plan in place together. Your child will need a few changes of clothes, pull ups or underwear, socks and shoes.
 - No button up vests (if your child is wearing pull ups)
 - only ONE layer of clothing for the bottom half as anymore would make it difficult for your child.
- A healthy cold lunch. This must contain an ice pack to keep lunch fresh. If you are putting in a food flask to keep the food warm you do not need an ice pack unless you have also packed dairy or fresh cold meat products. Fruit: grapes, cherries and alike need to be cut in half to avoid choking.

Medications

If your child has an allergy/ regular medication for a medical condition please inform us before your child's first day, this will allow us to produce a care plan for your child to ensure any needs are met and they have the best time with us.

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If your child is unwell, with a temperature of 38 or above or any vomiting or diarrhoea please do not send them to nursery. Children cannot attend if they have been given paracetamol or ibuprofen. For fever over 38c, vomiting or diarrhoea, your child cannot attend until the symptoms have stopped for a minimum of 48 hours.

If you are unsure, please call before you come to the setting and wait for further guidance by staff.

Chickenpox: your child cannot attend until the last spot had dried over.

Headlice: we ask you treat before sending your child in.

If your child has a common cold with light running nose and is ok within themselves, they may attend (No temperature & can take part in all activities)

Meal policy

Activetime Children's Activities Limited Supports Healthy eating for children. We follow the government guidelines for healthy school meals *for more information please visit: <https://www.gov.uk/school-meals-healthy-eating-standards>

Snacks (if you opt. in)

Snacks 10.00am & 2.00pm freshly prepared by a member of the team on site.

We provide morning and afternoon snacks. The children will be offered a choice 2 fruit/vegetables and a healthy carbohydrate option and a glass of milk. If your child has food allergies or a special diet, please inform us before their start date so we can be sure they are catered for, in some cases we may ask you to provide your own snacks, in the event we feel we cannot meet the child's needs.

Lunch 12.00pm-1.00pm

We ask that all children are provided with a healthy balanced lunch to be sent in a cool bag/lunch box with their name on it.

- A sandwich / wrap / pasta / rice dishes / thins / bagel / salads (we would prefer to see wholemeal if possible)
- 2 pieces of fruit (If grapes please cut in half – all age groups and if cherries or alike please remove seed before packing lunch)
- Yogurt / jelly pot / fruit pot (requiring the use of a spoon).
- One small bag of crackers / rice cakes / popcorn or alike. (No crisps)
- **All children must have an ice pack to keep lunch fresh as we do not have a refrigerator** (available to buy from the nursery for £1.50)

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We provide all children with bowls, plates and cutlery (please do not send these in).

Please understand we are not trying to tell you how to feed your child, but we do have a duty of care to ensure all children are getting a balanced diet and the correct amount of food for the fun days we have planned. If you would like suggestions or more information, please talk to a member of our team. Children can only eat the food in their own lunch box, please do not pack more than one child's lunch in any one box and children cannot share or bring food for a friend or relative. **No plastic bags.**

We do not reheat food under any circumstances.

For healthy lunch box ideas please visit:

<http://www.nhs.uk/change4life/Pages/healthy-lunchbox-picnic.aspx>

We do not allow the following foods into the nursery, and we ask that you follow these rules for the safety and wellbeing of all the children.

- **No nuts or products containing nuts or sesame seeds.**
- No sweets, chocolate, cakes, biscuits, crisps
- No juice, fizzy or milk or yogurt drinks (including Actimel)
- No yoghurts that do not require a spoon (lolly style etc)
- No chips/French fries or any take away / fast food.
- No meat on the bone, as this is a choking hazard.
- No peanut butter or Nutella
- No ketchup or mayo

Thank you for taking the time to read over this, I hope you understand by sending this to you, we are trying to ensure that your child's time with us to be the most, educational, fun, and enjoyable it can be.

Please remember to label everything that comes into the setting.

If you have any questions, please contact us before coming to the setting.

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Meet our Nursery Dog



We have a Nursery puppy. He is being trained as a therapy dog to help support staff and children with their wellbeing.

A bit about the puppy.

Name: Buzz

D.O.B: 3rd December 2024

Breed: Cavapoo

Buzz is the ideal pup for therapy. He has such a caring and calm nature, and he loves to be cuddled. He is playful and well-tempered. Buzz has had exposure to children as young as 2 years old and older along with adults.

Buzz is undergoing a vigorous training programme to ensure that he achieves an accreditation as a therapy dog. Buzz will be kept in the office at our Harrow site. We will have timetabled sessions where he will be able to join us on our walks and classroom sessions.

He will always be supervised by a trained member of staff. He has so far done very well with his at home training along with his brothers and sisters.

We have made the decision to introduce the Nursey Puppy after extensive research and a keen interest from the children for us to have a pet.

This is a great opportunity for the children to learn new skills and to give those that do not have a pet at home, exposure and education into owning a pet and the responsibility involved.

There are many benefits of introducing a therapy dog to the nursery, some of which are listed below;

- Help with anxiety
- Can help with both long- and short-term emotional wellbeing, social development and academic goals
- Therapy dogs are proven to improve attendance, lower stress, reduce anxiety and improve self esteem
- they can help children and adults alike to build confidence through life-changing animal-assisted intervention

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Please see below example timetable and example menu.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-9.30am	Morning welcome/ Circle time	Morning welcome/ Circle time	Morning welcome/ Circle time	Morning welcome/ Circle time	Morning welcome/ Circle time
10.00-10.30am	Morning Snack	Morning Snack	Morning Snack	Morning Snack	Morning Snack
10.30am - 11.30am	Focus key group time	Focus key group time	Focus key group time	Focus key group time	Focus key group time
11.30am-12.00pm	Dance/Outdoor play	Cooking/Outdoor play	Dance/Outdoor play	Yoga/Outdoor play	Gardening/Outdoor play
12.00-12.40pm	Lunch (packed lunch from home)	Lunch (packed lunch from home)	Lunch (packed lunch from home)	Lunch (packed lunch from home)	Lunch (packed lunch from home)
12.40-13.00pm	Storytime/ready for home (AM session)	Storytime/ready for home (AM session)	Storytime/ready for home (AM session)	Storytime/ready for home (AM session)	Storytime/ready for home (AM session)
13.00pm-13.30pm	Circle time/Afternoon welcome	Circle time/Afternoon welcome	Circle time/Afternoon welcome	Circle time/Afternoon welcome	Circle time/Afternoon welcome
13.30pm-14.00pm	Dance/outdoor play	Cooking/outdoor play	Dance/Outdoor play	Yoga/Outdoor play	Gardening/Outdoor play
14.00pm-14.30pm	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack	Afternoon Snack
14.30pm-15.00pm	story time/Hometime	story time/Hometime	story time/Hometime	story time/Hometime	story time/Hometime

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	AM Snack (10:00am)	PM Snack (14:00pm)
Monday	Fruit or vegetables: Oranges & Grapes Dry snack: Ritz	Fruit or vegetables: Honeydew Melon & Pineapple Dry snack: Rice cake
Tuesday	Fruit or vegetable: Apples & Pineapple Dry snack: Cheese savouries	Fruit or vegetables: Carrot & Peppers Dry snack: Breadsticks
Wednesday	Fruit or vegetable: Honeydew Melon & Banana Dry snack: Rice cakes	Fruit or vegetables: Cucumber & Kiwi Dry snack: Cheese savouries
Thursday	Fruit or Vegetable: Oranges & Melon Dry snack: Breadsticks	Fruit or vegetables: Nectarines & Plums Dry snack: Water crackers & cheese
Friday	Fruit or Vegetable: Strawberries & Carrots Dry snack: Cheddars	Fruit or vegetables: Fruit salad and Natural yogurt Dry snack: Rich tea biscuit

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