



Activetime Day Nursery Kenton LTD Information Pack

Call on: 07903126486

Email: nursery@activetime.co.uk

Website: www.activetimedaynursery.co.uk

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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

1





We are delighted that you have considered [Activetime Day Nursery Kenton Ltd](#) for your child's day care.

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

We offer a limited number of spaces for 9 months, 2,3 & 4 year olds, for 15 & 30 hours universal funding. Your child must attend a minimum of three sessions a week and a minimum of 15 hours a week.

[How to book](#) to book a place please submit the registration form and full non-refundable registration fee of £30.00. 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 and be cleared in our account 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, breakfast, AM & PM snacks and tea, cow's 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. We do not reheat any foods sent in for lunches.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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



Prices from September 2024

<u>3 months - 23 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-13:00pm	£40.83	£40.83	£40.83	£40.83	£40.83	£204.16
School Day 9:00am-3:00pm	£61.25	£61.25	£61.25	£61.25	£61.25	£306.25

<u>24 months - 35 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-13:00pm	£37.40	£37.40	£37.40	£37.40	£37.40	£187.00
School Day 9:00am-15:00pm	£56.10	£56.10	£56.10	£56.10	£56.10	£280.50

<u>36 months - 48 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Morning 9:00am-13:00pm	£30.84	£30.84	£30.84	£30.84	£30.84	£154.20
School Day 9:00am-3:00pm	£46.26	£46.26	£46.26	£46.26	£46.26	£231.30

Using funded hours

If you are using 15 or 30 hours funding for 2, 3 or 4 year olds. The rate paid by Harrow Council will be deducted from your invoice and the outstanding amount will be charged to the bill payer to cover the costs of snack, arts & craft materials, classes and other activities which the funding does not cover.

Age	Our hourly rate	Funding paid by Harrow	Your contribution
9months – 2 years *(From September 2024)	£10.21	£10.37	£ 0.00
2-year-olds	£9.35	£7.62	£1.73 per hour
3-year-olds	£7.71	£5.36	£2.35 per hour

Fees and funding rates are reviewed every year and may change in April.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

3

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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



Funding example:

15 hours 2-year-old funding is £1.73 x 15 = £25.95 a week
15 hours x 3-year-old funding is £2.35 x 15 = £35.25 a week
30 hours 3-year-old funding is £2.35 x 30 = £70.50 a week

- 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 (3- & 4-year-old funding) applies to all 3 & 4 years olds the term after their 3rd birthday until the last term before they turn 5 years old.
- 30 hours only applies to children the term after their 3rd Birthday & if it has been applied for by the term before the 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 (30 hours subject to eligibility). The funded hours that you receive will be reflected on your monthly fee accordingly.
- **3-year-old funding** each child is entitled to receive either 15 or 30 hours funded childcare per week, during term time only (38 weeks a year) to commence the term after their 3rd birthday.
- 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. You will be charged an hourly consumables rate which will cover any additional extras the funding does not e.g., snacks, classes, trips and resources and our parent portal app.

Enrolment

- 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.
- Session times & discounted rates are subject to change. Fees will be reviewed and may increase with one months' notice.
- You must book a minimum of 3 sessions a week and a minimum of 15 hours a week
- We offer a term time only 38 weeks a year contract.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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



Government support with fees

We accept the following methods:

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

Student Finance

Tax Free Childcare

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 Children attending Breakfast Club must be in no later than 8:15am, as this is when we stop serving breakfast.

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.

Late pick-ups will be charged at £1.00 per minute per child.

Parking We offer limited parking. Please allow yourself time to park and walk to down to the nursery entrance. **Please do not park in front of the gates or in the access road at any time as this is an emergency access / residential road.**

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.
- **Parent pay** – you can pay via our parent app via by setting up a direct debit for the monthly amount.
- **Funded Childcare hours-**
 - 9 month old funding – you will need to apply for a code via the government website once obtained it is your responsibility to keep it active. Failure to do so will result in you being charged the full rate for your fees.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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

5





- 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.

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. We provide breakfast 7:30am-8:15am, AM (10:00am), PM and (14:00pm) snack. For all snacks and mealtimes, the children will be offered water or cow's milk.

All meals MUST NOT contain NUTS. All meals need to be healthy and balanced and only contain products suitable for your child's age. Please see list attached. All lunchboxes 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.

Extra curricula activities

We offer a range of extra curricula activities during our sessions. The children are divided into small focus groups for each activity. We offer, dance, yoga, gardening and cooking.

These classes are mainly offered in the morning session and are for all children aged 18 months and above to access. These are all included in the fees. All classes are subject to a day & time change.

Please see our timetable for more information on daily routines.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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



Important information

Please make sure you take time to read this before coming into the setting.

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

The following are a must all year round & daily.

- Sensible shoes trainers, pumps or alike (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 spare bag, brought in and taken home daily.
 - 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.
 - Water bottle
 - A spare change 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 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.
 - No button up vest
 - 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 hazard.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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



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.

If your child is unwell, with a temperature of 38 or above or any sickness or diarrhoea please do not send them to nursery. Children cannot attend if they have been given paracetamol or ibuprofen. For sickness 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)

Breakfast / Snack & Lunch box policy

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

Breakfast club 7:30am- 8:30am, breakfast will only be served **up until 8:15am**

Breakfast club Menu

Cereal – with Cow's milk (If your child has an allergy, please inform us before the first session)

Toast/Croissants/pancakes – with spread, jam, honey, cream cheese, marmite, marmalade.

Fruit & or Yogurts

Drinks: Water or milk

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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





Snacks

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

We provide morning and afternoon snacks. If your child has food allergies or a special diet, please inform us prestart 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 £1.00 blue or pink)

We provide all children will 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 own lunch box, please do not pack more than one child's lunch in anyone 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/healthylunchbox-picnic.aspx>

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

Mobile: **07903126486**

Website: **www.activetimedaynursery.co.uk**

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





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.
- 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 peanut butter or Nutella

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.

The Activetime Day Nursery team.

Nursery address: **Activetime Day Nursery Kenton LTD, Kenton Park Road, Harrow HA3 8YB**

10

Mobile: **07903126486**

Website: www.activetimedaynursery.co.uk

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

