



In ALL areas MAY 2022

Activetime Day Nursery Limited Information Pack

Call on: 07575801623 or 02088634154

Email: nursery@activetime.co.uk

Website: www.activetimedaynursery.co.uk



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



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

Our opening hours are 7:30am-6:00pm Monday to Friday, 50 weeks a year for children aged 3 months to 5 years old.

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

[How to book](#) To book a place please submit the registration pack 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 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.



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



Prices from 1st September 2023

<u>3 months - 23 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£94.87	£94.87	£94.87	£94.87	£94.87	£450.63 (a saving of 5%)
Morning 8:45am-12:45pm	£37.12	£37.12	£37.12	£37.12	£37.12	£185.60
School Day 9:15am-3:15pm	£55.68	£55.68	£55.68	£55.68	£55.68	£278.40
Afternoon 1:00pm-6:00pm	£46.40	£46.40	£46.40	£46.40	£46.40	£232.00

<u>24 months - 35 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£86.63	£86.63	£86.63	£86.63	£86.63	£411.49 (saving of 5%)
Morning 8:45am-12:45pm	£34.00	£34.00	£34.00	£34.00	£34.00	£170.00
School Day 9:15am-3:15pm	£51.00	£51.00	£51.00	£51.00	£51.00	£255.00
Afternoon 1 1:00pm-5:00pm	£34.00	£34.00	£34.00	£34.00	£34.00	£170.00
Afternoon 2 1:00pm-6:00pm	£42.50	£42.50	£42.50	£42.50	£42.50	£212.50

<u>36 months - 48 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£73.61	£73.61	£73.61	£73.61	£73.61	£349.62 (a saving of 5%)
Morning 9:00am-1:00pm	£28.04	£28.04	£28.04	£28.04	£28.04	£140.20
School Day 9:00am-3:00pm	£42.06	£42.06	£42.06	£42.06	£42.06	£210.30
Afternoon 1 1:00pm-5:00pm	£28.04	£28.04	£28.04	£28.04	£28.04	£140.20
Afternoon 2 1:00pm-6:00pm	£35.05	£35.05	£35.05	£35.05	£35.05	£175.25



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



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
2 year olds	£8.50	£9.18	£0 Fully funded 15 hours
3 year olds	£7.01	£5.42	£1.59 per hour

Funding example:

15 hours 2 year old funding is £0.00 x 15 = £0.00 a week
15 hours x 3 year old funding is £1.59 x 15 = £23.85 a week
30 hours 3 year old funding is £1.59 x 30 = £47.70 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 applied to children the term after 3rd 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 you 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



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre**

Elmgrove Road, Harrow HA1 2QA

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



consumables rate which will cover any additional extras the funding does not e.g., like snacks, classes, trips and resources and our parent portal app.



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



Booking sessions

- 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
- You can have all year around contract or a term time only contract.
-

Government support with fees

Childcare Vouchers We accept vouchers if you are registered for the scheme via your employer. This scheme is closing as of October 2018. You will need to supply the childcare voucher company with our OFSTED number EY558330 and inform us that this is your child method of payment. 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 the contracted payment dates.

Tax Free Childcare We registered to accept payments from tax free childcare accounts. Tax free childcare is open to all qualifying parents / carers. It is a scheme by which the government will top up a designated childcare bank account by £2.00 for every £8.00 deposited, up to a maximum of £2000.00 a year, per child. It is the responsibility of the payee to ensure payments are set up in line with the contracted payment dates.

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



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**
Mobile: **07575801623** Landline: **02088634154**
Website: www.activetimedaynursery.co.uk
Email: **Nursery@activetime.co.uk**
OFSTED registration number **EY558330**



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 do not offer parking. Please allow yourself time to park and cross safely. **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.
- **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.

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.



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre
Elmgrove Road, Harrow HA1 2QA**

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**



Mealtimes Lunch must be provided for home for all children. If your child has dietary requirements. We provided AM (10:00am) & PM (14:15pm) snack. 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 NUTS.** 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.

Classes we offer:

Monday - Dance with Shakers

Tuesday -Yoga with the staff

Wednesday - Football with Footicubs

Thursday - Gardening with the staff

Friday - cooking with the staff

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

Please see our timetable for more information on daily routines.

Speech and language hub

We are a speech and language hub. We work with children who may be nonverbal or have delayed speech skills. Once the child is enrolled with us & is highlighted to have a speech need, (with the permission of the parent/career) we will add the child to our SEN register and start a programme of up to 3 x 15 minute sessions a week 121 or in small groups. We will work with speech and language, health visitors, paediatrician and the family to put in a support plan to ensure the child gets the best start in education.



Nursery address: **Activetime Day Nursery Ltd ,The Cadet Centre**

Elmgrove Road, Harrow HA1 2QA

Mobile: **07575801623** Landline: **02088634154**

Website: www.activetimedaynursery.co.uk

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

OFSTED registration number **EY558330**