



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 **2773142**



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. 9-month-old funding will be offered from September 2024.

[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.



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Prices from 1st April 2024

<u>3 months - 23 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£104.36	£104.36	£104.36	£104.36	£104.36	£495.71 (a saving of 5%)
Morning 8:45am-12:45pm	£40.83	£40.83	£40.83	£40.83	£40.83	£204.16
School Day 9:15am-3:15pm	£61.25	£61.25	£61.25	£61.25	£61.25	£306.25
Afternoon 1:00pm-6:00pm	£51.04	£51.04	£51.04	£51.04	£51.04	£255.20

<u>24 months - 35 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£95.29	£95.29	£95.29	£95.29	£95.29	£452.63 (saving of 5%)
Morning 8:45am-12:45pm	£37.40	£37.40	£37.40	£37.40	£37.40	£187.00
School Day 9:15am-3:15pm	£56.10	£56.10	£56.10	£56.10	£56.10	£280.50
Afternoon 1 1:00pm-5:00pm	£37.40	£37.40	£37.40	£37.40	£37.40	£187.00
Afternoon 2 1:00pm-6:00pm	£46.75	£46.75	£46.75	£46.75	£46.75	£233.75

<u>36 months - 48 months</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Full Week
Full day 7:30am -6:00pm	£80.97	£80.97	£80.97	£80.97	£80.97	£384.61 (a saving of 5%)
Morning 9:00am-1:00pm	£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
Afternoon 1 1:00pm-5:00pm	£30.84	£30.84	£30.84	£30.84	£30.84	£154.20
Afternoon 2 1:00pm-6:00pm	£38.55	£38.55	£38.55	£38.55	£38.55	£192.75



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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*(From September 2024)
2-year-olds	£9.35	£7.62	£1.73 per hour
3-year-olds	£7.71	£5.36	£2.35 per hour

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 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.



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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

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 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.**



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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.

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



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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 with Shakers, Yoga, Gardening and cooking.

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.

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 (No 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)



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- In spare bag that stays at Nursery (Raincoat/ shower jacket, wellington boots (This allows outdoor play on wet days) We can keep them here, please place them in a bag with child's name on if you wish for us to keep them.
 - Water bottle
 - A spare change of clothes 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 you child is in Nappies or pull ups please provide, them 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. You child will need a few changes of cloths, 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 if staying after 12pm. 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.
- If you child is in Nappies or pull ups, please provide these with wipes and creams.

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 you child is unwell, please do not send them to Nursery. If you child has any of the COVID -19 symptoms they must not attend. Please do not medicate and then send in as this is only masking the symptoms.

A temperature 37.7 or higher, A new cough are the symptoms.



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If anyone within the family has COVID symptoms you must self-isolate for 14 days as a household.

If you are unsure, please call before you come to the setting and wait for further guidance by staff. Please also see our attached risk assessment and latest government information.

Any sickness or diarrhoea your child cannot attend until the symptoms have stopped for a minimum of 48 hours.

Chickenpox your child cannot attend until the last spot has 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

Snacks

Snacks 10.00am & 2.15pm freshly prepared by a member of the team on site.



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Please remember we provide morning and afternoon snacks. If your child has food allergies or a special diet, please inform us pre start date so we can be sure they are catered for, in some cases we may ask you to provide in the event we feel we cannot meet the child's needs.

Lunch 12.00pm-1.00pm.

We ask all children are provided with a healthy balanced lunch. In a cool bag/lunch box with an ice pack (available to purchase from us £1.00 each pink or blue) in it as we do not store in the fridge. **Not nuts or products containing nuts. No sweets, chocolate, nuts, or nut containing products, juice or milk or yogurt drinks (including Actimel) or yoghurts that do not require a spoon.**

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

Such as:

- A sandwich/ wrap /pasta/rice dishes/Thins/ bagel/ salads (we would prefer to see wholemeal if possible)
- Minimum 1 piece 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
- One small bag of crisp's/ Ritz/ rice cakes/ popcorn/crisps or alike. (No crisps)
- **All children must have an Ice pack to keep lunch fresh as we do not have a refrigerator**
- 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

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For healthy lunch box ideas please visit:

<http://www.nhs.uk/change4life/Pages/healthylunchbox-picnic.aspx> this is a great web site for fresh ideas.

Foods we **do not** allow in the setting and ask all parents to follow our rules when it comes to packing a lunch.

- NO: Chips/French fries or alike e.g. take away or fast food.
- NO NUT's products containing nuts (We have a number of children will Nut allergies)
- NO Fizzy, milky or Juice
- No peanut butter or Nutella
- NO crisps, cakes, biscuits, chocolate, sweets etc.

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

Please remember to label everything that comes in to the setting.

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

The Activetime Day Nursery team.



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