

Parents' Information & Nursery Fees



24 Wainman Road, Orton Longueville, Peterborough PE2 7BU

Tel: 01733 390969

At Apricot Nursery, we are committed to both children and their families. We are passionate about providing a safe environment for your child and giving them the opportunity to learn and grow.

Apricot Nursery Open 8.00am to 6.00pm
Ages 3 Months to 11 years
Ofsted Registered for Nursery Educational Funding for 2,3 & 4 year olds)
& Working Families Tax Credit scheme

Children can attend full day or part-day sessions, with a minimum of four sessions per week.

All snacks, drinks and cooked meals are included in our charges, which are payable in advance of attendance by Direct Debit.

Discounts for 2 or more children.

Session	Session Times	Session Cost
Mornings	8.00am - 1.00pm	£28.50
Afternoons	1.00pm - 6.00pm	£28.50
Full Day	8.00am - 6.00pm	£49.35
Full Week (*5 days)	8.00am - 6.00pm	£220.00
Food	AM £1.00	PM £0.75

Nursery Educational Funding Any child between the ages of 3 and 5 is eligible to receive Nursery Educational Funding. Parents can receive funding assistance for up to 15 hours and there is additional 15 hours that can be claimed if criteria is met bring a total of 30 hours funding. The nursery will claim the grant on your behalf and deduct it from the fees detailed above. Please see our T&C's for the refund calculation.

Childcare Vouchers/Tax Free Childcare If either or both parents pay income tax and N.I. you will be able to save a certain amount per month on nursery fees by making use of the childcare voucher scheme. Or tax free childcare. Vouchers can be up to the value of £243* per period per parent - please ask the manager for more details. The exact amount is dependent upon tax levels and on whether one or two parents are able to make use of the voucher scheme or tax free childcare *each - dependent on individual

Open Door Policy... We will be happy to show you and your child around our setting. There is always a member of management available at a time convenient to you. Telephone **Nick** or **Andrea** or **Gail** on **01733 - 390969**. We look forward to meeting you and your family soon!



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Free entre for all children
that attend Apricot nursery
terms and conditions apply

Email Info@apricotnursery.co.uk

Out Of School Care
see separate pack

CHILD REGISTRATION FORM - Apricot Nursery

Child's Details

Date of Birth:		Sex:		Child's Name:	
Start Date:		Racial Origin:		Form Number	
Age Group:		Religion:		Child Code	
Finish Date:		Language:			

Home Address: Post Code: Telephone:	Please confirm who has legal Parental Responsibility for this child
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Emergency Details

Mother's Name:	Place of work:	Telephone:
Father's Name:	Place of work:	Telephone:
Email Address 1	Email Address 2	supplying your email address means we can email you invoices and set electronic learning journals

Medical Details

GP's Name: Address: Post Code: Telephone:	Health Visitor: Address: Post Code: Telephone:
Known Health Problems / Regular Medication: Are any agencies involved with your family. E.g social services Special Dietary Needs: Other Special Needs:	Immunisation Details: 2 Months: Tripple Vaccine & Polio Hib/ Meningitis C 3 Months: Triple Vaccine & Polio Hib/ Meningitis C 4 Months: Triple Vaccine & Polio Hib/ Meningitis C 12-18 months MMR 3-5 years: Diptheria, Tetanus, Polio MMR Other

Emergency Medical Consent:

I give permission for the staff of Apricot Nursery to obtain any necessary emergency medical treatment and/or advice for my child named above.		
Signed:	Relationship to child:	Date:

Authorisation to collect a child.

Your child's safety and security is of the utmost importance and we will therefore only release your child from our care to those adults whom you have authorised below.

Authorisation I have legal Parental Responsibility and I give my consent for my child to be collected from the day nursery by any of the following adults.

<p>No. 1 Full Name Address: Tel. No.</p> <p>Regular, without further authorisation: Not regular, with further authorisation:</p>	<p style="text-align: center;">Photo if available</p>
<p>No. 2 Full Name Address: Tel. No.</p> <p>Regular, without further authorisation: Not regular, with further authorisation:</p>	<p style="text-align: center;">Photo if available</p>
<p>No. 3 Full Name Address: Tel. No.</p> <p>Regular, without further authorisation: Not regular, with further authorisation:</p>	<p style="text-align: center;">Photo if available</p>
<p>No. 4 Full Name Address: Tel. No.</p> <p>Regular, without further authorisation: Not regular, with further authorisation:</p>	<p style="text-align: center;">Photo if available</p>

If any of these adults is not known to staff, I agree that they will provide identification before my child is released. If my child is to be collected by someone who is not named above, I agree that it is essential for me to fill in a "Child Collection Form" **in advance** to allow staff to release my child.

These forms are available from the Nursery Manager.

<p>Parent: Signature</p> <p>Parent: Print Full Name</p> <p>Date:</p>	<p>Staff: Signature</p> <p>Staff: Print Full Name</p> <p>Date:</p>
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Apricot Nursery School consent form

We feel that it is in the interest of your child if you would give consent, in advance, for the following. This is to be used in case of an emergency and would avoid the situation where we have a problem making immediate contact with you. *Please delete below as appropriate.

I give my permission for Apricot Nursery School to obtain any necessary emergency medical treatment and/or advice on my child's behalf. Yes/No*

For the comfort of your child, you may like to give consent for the administration of Calpol. Without consulting you we would not give Calpol within 4 hours of his/her arrival at nursery thus ensuring no risk of over dose.

I give permission for Apricot Nursery School to administer Calpol to my child so long as 4 hours have elapsed since his/her arrival at nursery. Yes/No*

I give permission for Apricot Nursery School to apply Sudacrem to my child if required. Yes/No*

For the comfort of your child, you may like to give permission for Sudacrem to be applied when nappy rash develops at nursery. As you will be aware, swift treatment can avoid a very painful condition developing.

I give permission for Apricot Nursery School to check my child for signs/symptoms of a contagious disease. Yes/No*

I give permission for my child to be taken on short outings Yes/No*

I give my permission for a member of staff to administer basic first aid to my child. Yes/No*

I give permission for sun protection cream to be applied to my child Yes/No*

I give permission for hypoallergenic baby wipes to be used on my child Yes/No*

I give permission for face painting on my child Yes/No*

I give permission for photographs to be taken at nursery/outings for nursery use (e.g. displays, books and key person files) Yes/No*

I give permission for my child to participate in celebrating festivals and special events Yes/No*

I give my permission for photographs of my child to be used in the nursery Newsletters Yes/No*

I give permission for any person who has parental responsibility of my child to authorize and sign for the administration of medication. Yes/No*

I give permission for staff to take my child into the sister organization (big sky) between the hours of 8 – 6 when my child is at nursery. Yes/No*

I give permission for Apricot Nursery staff to work in partnership with my child's health visitor and other out side agencies e.g. schools and the health team to pass on needed information Yes/No

I give permission for Apricot Nursery to take video observations of my child, to support the development throughout their time at nursery Yes/No

Videos will only be used as reflective observations and reflective practice of staff, videos will not be shared with any other persons unless full consent is given by the parent/career.

JUMPING JACKS ONLY: I give permission for my child to watch PG rated film video(s) in the Club Room. Yes/No

For the comfort of your child you may like to give permission for teething gel to be applied when your child is teething.

I give permission for teething gel to my child if required. Yes/No*

I give permission use photos and videos on social media and our website. This include youtube and Facebook, they will be promotional videos and only put on social media to share what we do at Apricot Nursery **Yes/No***

Yours child's welfare is our first priority. In the event of any concerns arising we have a duty to seek advice and make referrals were appropriate. **By signing I accept the safeguarding policy**

Child's Name:

Date.....

Parent's
Signature:.....

Name:.....

Apricot Nursery

Terms & Conditions

1. Apricot Nursery is open 8.00am to 6.00pm Monday to Friday, 52 weeks per year except Bank Holidays for which no fees are charged.
2. Children may be delivered from 8.00am earliest and collected by 6.00pm latest. *Late pick-ups are charged extra at a rate of £5 per 5 minutes or part thereof.*
3. Places are available for full days, mornings or afternoons, minimum 2 sessions.
4. Lunch is included for Full Day and Standard Morning sessions only.
5. Extra days or sessions may be available for part-time children, subject to availability, and payment is due in advance of sessions used. It is not possible to "swap" days or sessions at no extra cost.
6. You pay for hours **contracted** rather than hours used. Fees are calculated over 52 weeks per year (less Bank Holidays) and no reductions are made for any other holidays, sickness or other absence.
7. You will receive an invoice every 4 or 5 weeks (corresponding approximately to the calendar months) which is payable in advance - either 4 or 5 weekly by Direct Debit.
8. **Discounts:**
 - Full week (x 5 days) see price schedule*
 - Sibling(s) less 5%*

Premium: *Payment by cash plus 5%*
9. A administration charge of **£15** will be made for any uncleared Direct Debit or cheque and interest will be charged at **1.0%** per week on any outstanding payments. Failed Direct Debits will also incur an additional **5%** charge on fees due, i.e. charged at the 'cash' fees rate.
10. Notice to terminate or change a contracted place is **4 weeks** in writing by either the parent/guardian or by Apricot and full fees are payable during the notice period whether or not the child attends for whatever reason. A place may be terminated without notice by Apricot if any fees are outstanding or if a child's behaviour in the nursery is found to be disruptive or otherwise unacceptable.
11. A **£30** registration charge is made **per family** in respect of the initial administration set-up costs. Fees for the first month/part month are also payable in advance of your child first attending nursery. The £30 and initial fees are non-refundable, even if you subsequently do not take up your reserved place.
12. All fees, terms and conditions and policies are subject to review from time to time but you will be advised at least 4 weeks in advance of any proposed changes.
13. **Administration of the Government Nursery Grant**

The grant for all age groups is related to a **number of free hours** nursery education - not a fixed amount of money. The maximum grant is for **30 hours per week for up to 38 weeks**. If your child attends for more than 30 hours per week then you will need to pay for any extra hours at the appropriate nursery rate. **NB to obtain the full 30 hours your child must attend over 3 separate days**. So, we calculate your child's individual actual hourly rate charged in the nursery and reimburse you at this level times the number of hours (sessions x

3.0 hours) you are claiming. Since actual hourly rates vary from child to child, depending on the total hours attended, etc., each child will have an individual grant calculation that the nursery manager will be happy to explain to you if required. The nursery receives the grant in two separate payments each term and will credit your account as soon as possible on the next monthly invoice run. This will therefore reduce the net amount of fees you need to pay.

14. **Administration of workplace vouchers** (*Childcare Vouchers Ltd., Busy Bees etc.*) We are registered to accept vouchers from various sources and will credit your account only when the full cash amount has been redeemed by the nursery. The vouchers cannot be used to obtain credit at the nursery.
15. **Child Illness:** If your child has sickness you must inform the nursery before leaving your child. Should the illness be considered contagious then you will be asked to keep your child away from nursery until symptoms have fully *abated E&OE*
16. **Unpaid fees:** In the event of being unable to pay for your child's/children's place, you should be aware we have a **"No Pay No Stay"** policy. If you feel you are struggling to pay the Nursery fees, please come and speak to the manager of the setting, as soon as possible. If there is outstanding debt we reserve the right to remove the child's place at apricot nursery. Please be advised, unpaid debt will be pursued through the Small Claims Court



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Payment of Fees

The vast majority of our parents pay each month's fees in accordance with the terms and conditions laid out in the reservation agreement which they signed when starting at the nursery. Most parents pay monthly by direct debit. Others pay at the beginning of each payment period by cash or debit card.

Invoices are issued monthly and cover a four or five weekly payment amount. All months are four-week payment periods except for 4 months of the year which are five week payment periods. Your invoice shows the weeks covered by the fee that is due. Each new payment period ALWAYS starts before the current calendar month end. Direct Debits are collected on the first working day of each month. For other payment methods fees are due before the payment period in question commences.

Unfortunately, we seem to be spending an excessive amount of time chasing a small number of outstanding fees throughout the month. Not only does this detract from our more important duties with the children but it also has a negative impact on our cash flow. Nurseries are small businesses without access to large credit facilities and any shortfall in fees often means we incur higher bank charges because we must pay our staff and suppliers rigidly without fail. We are also aware that late payment of fees can quickly become large household debts which snowball and become difficult to repay.

In these difficult times we feel it is necessary to remind parents of the need to abide by their original agreement. Please do not feel offended when our staff request payment if you have not paid by the first week in the current payment period. They would rather not have to do so but it is essential for the financial health of the nursery. **For those very few parents who persistently fail to pay fees on time we reserve the right to operate a 'no pay, no stay' policy.**

Parents who pay via Direct Debit enjoy our most competitive rates. The saving over the cash rate can amount to a significant saving over the course of a year. If you would like to move to direct debit then please ask for a Direct Debit mandate form from the manager.

RESERVATION FORM – Apricot Nursery

Parent Details these must be filled in.

Either: Child's Details

Date of Birth:

Requested start date:

Agreed start date:

Sex:

Parents D.O.B: N.I no.

Child's Name:

A/c No:

Parents Details

Name:

Address:

Post Code:

Telephone Nos.

Home:

Work:

Mobile:

** Please indicate with a **X** for each day of the week the type of session requested.*

							<i>Apricot use only</i>		
		Mon	Tue	Wed	Thu	Fri	Total	Discount	Ä Fees
Mornings (2 or 3)	8.00am - 1.00pm								
Afternoons (2 or 3)	1.00pm - 6.00pm								
Full Days (2 or 3)	8.00am - 6.00pm								
5 Mornings	8.00am - 1.00pm	—————▶							
5 Afternoons	1.00pm - 6.00pm	—————▶							
Full Week	8.00am - 6.00pm	—————▶							

Supplement / Discount:

MINIMUM 4 SESSIONS to be booked

Total fees per week:

1Day = 2 sessions Morning or Afternoon = 1 Session

One-off Registration Fee:

Fees w/c:

Fees w/c:

Fees w/c:

Fees w/c:

Initial payment due now:

Please Note

Reservations will only be confirmed on receipt of the correct payment plus completed Child Registration/Authorisation to Collect forms.

Parent

Apricot Nursery

I have read and understood the Terms & Conditions overleaf and I accept these together with the fees calculation above as the basis of my contract with Apricot Nursery .

On behalf of Apricot Nursery accept the reservation shown above and confirm receipt of the payment of **Ä** plus completed Child Registration/Authorisation to Collect forms.

Parent: Signature

Staff: Signature

Parent: Print Full Name

Staff: Print Full Name

Date:

Date:

Please return this form with payment by latest to confirm your acceptance as detailed above.



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Vouchers and Tax free childcare

At Apricot Nursery we fully support the payment of fees via approved voucher schemes and TFC. However, the fact that we support these schemes does not remove any responsibility on the parent/carers behalf to ensure that fees are paid and by the appropriate point in time.

Processing of vouchers adds a considerable amount of time to our administrative overhead due to the different way in which the various schemes operate. Furthermore, the mechanisms used to identify which amount belongs to which parent/child are often unhelpful.

Parents should realise that the arrangement between themselves and the voucher provider does in fact not involve any authority on the nursery's part. It is therefore incumbent on the parent/carer to ensure that any voucher payments that have been setup with a chosen voucher provider is operating correctly.

Invoices are created on the 14th of the month for the following invoice period. In order for Apricot to accept vouchers for payment on your behalf it is imperative that we have received the Voucher Providers formal voucher notification BEFORE the 14th of the month. In doing so we will then be able to include the voucher as part of your payment TOWARDS THE FOLLOWING INVOICE PERIOD. Any voucher received after this time will not be processed until the next time we create invoices.

If vouchers are not redeemable for any reason from your voucher provider it remains the parent/carers responsibility to see that any fees outstanding are paid to the nursery whilst you are resolving the matter with your voucher provider.

Voucher Overpayments

In a few cases we have noticed that parent/carers have set up voucher amounts which are greater than their invoiced amounts. In such circumstances the nursery is not permitted to refund the parent/carer as there are tax and national insurance contribution implications in such cases. Any overpayments can only be returned to the voucher provider.

Tax Free Childcare

Is very simple useful way to pay child care fees you can find all the instruction on the government website and can ensure they are transferred into Apricot nursery's account on the 1st of each month