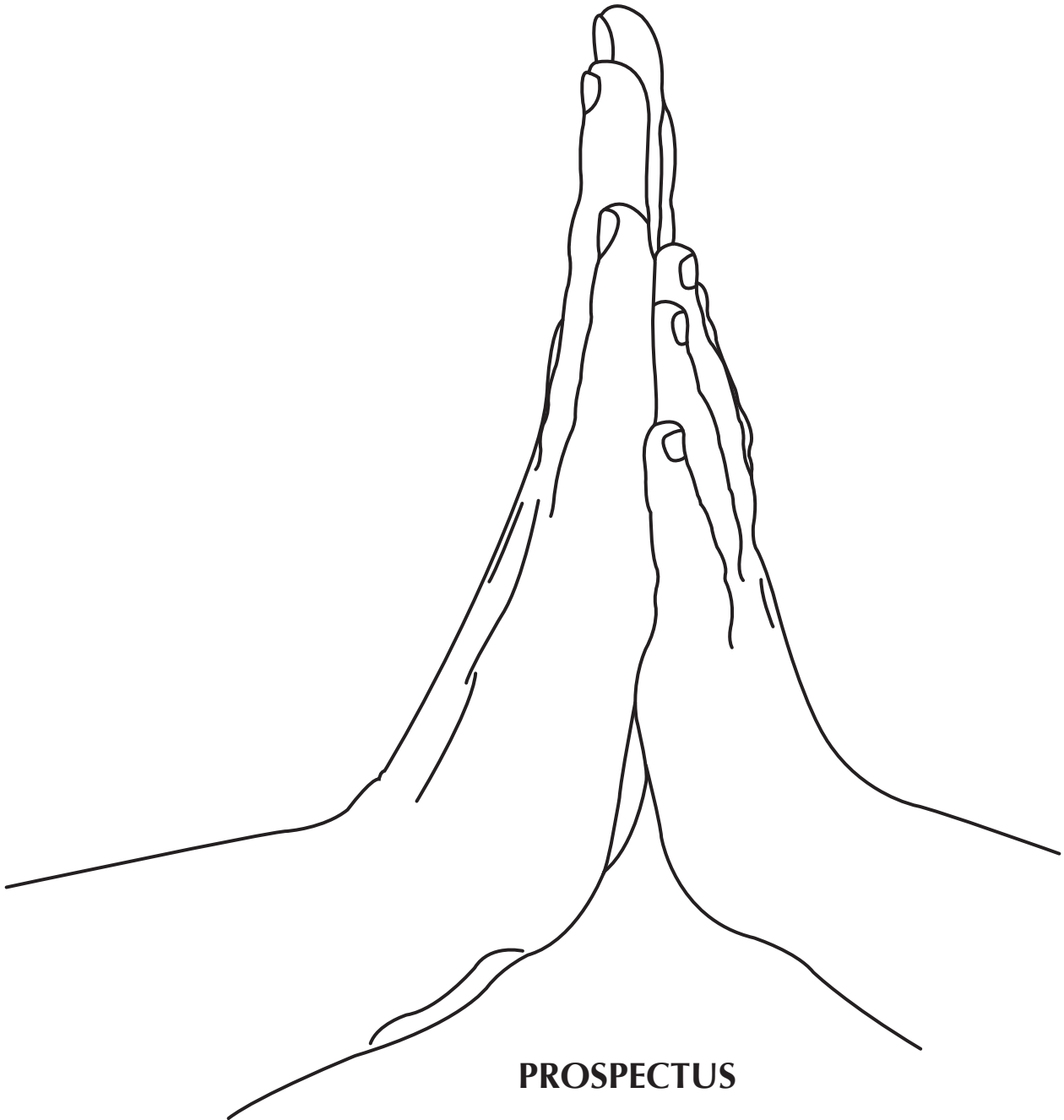




**OUR LADY
STAR OF THE SEA
NURSERY**



PROSPECTUS

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Dear Parents

A very warm welcome to Our Lady Star of the Sea Nursery. We feel privileged that you have chosen this setting for your child.

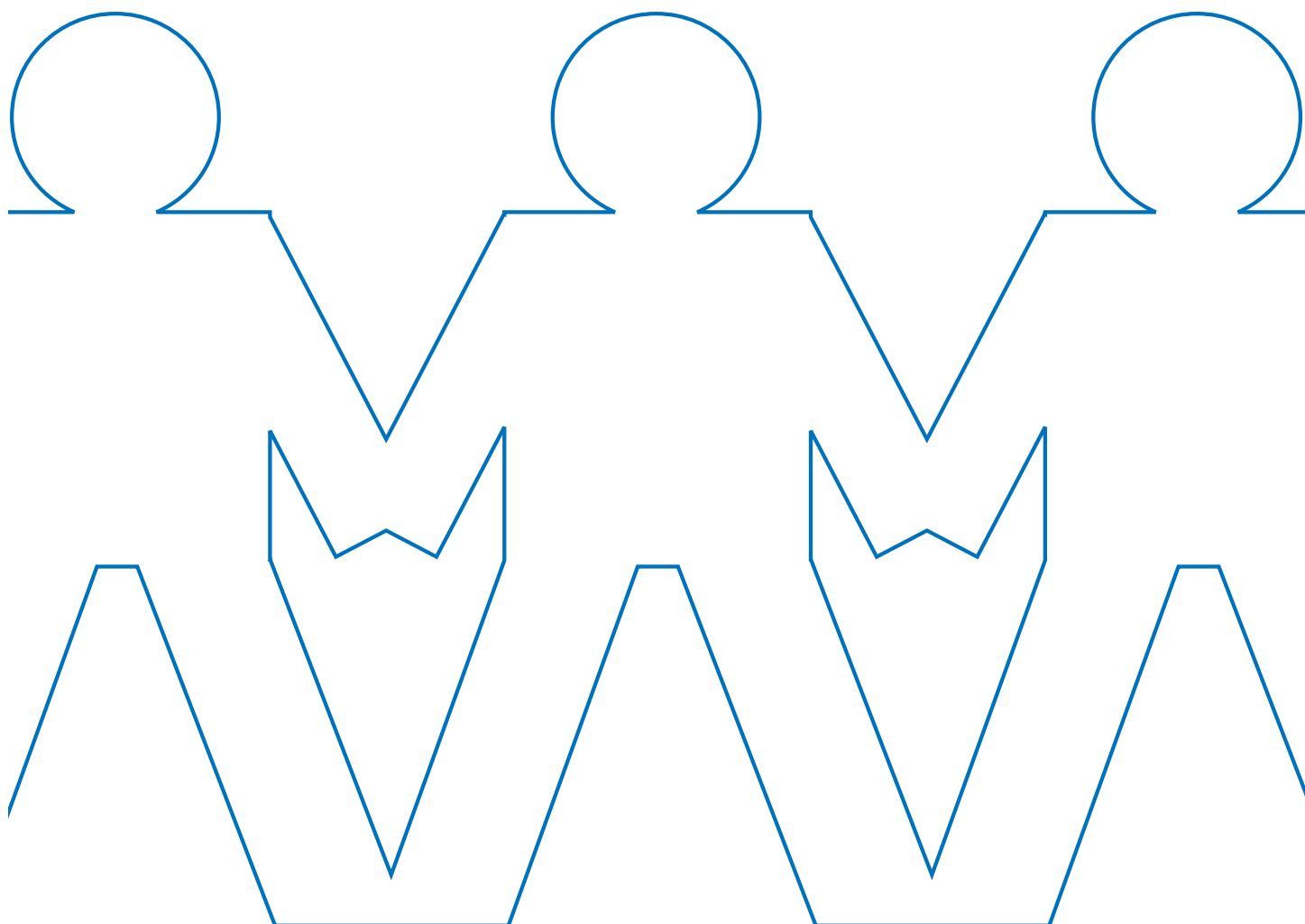
Our prospectus is designed to give you valuable information about the aims, organisation and learning that happens at nursery throughout the day. We hope many of your questions will be answered.

However, a brochure does have its limitations, therefore I would encourage to come along and watch nursery in action!

As parents, you have a great deal to contribution towards your child's learning and nursery life and we value that contribution tremendously. We believe that home and nursery working in partnership provides the best possible learning opportunities for your child.

I look forward to meeting you and hope that you will have a happy and positive relationship with Our Lady Star of the Sea Nursery.

Yours sincerely
Mrs. B. Draper
(Nursery Supervisor)



Our Lady Star of the Sea

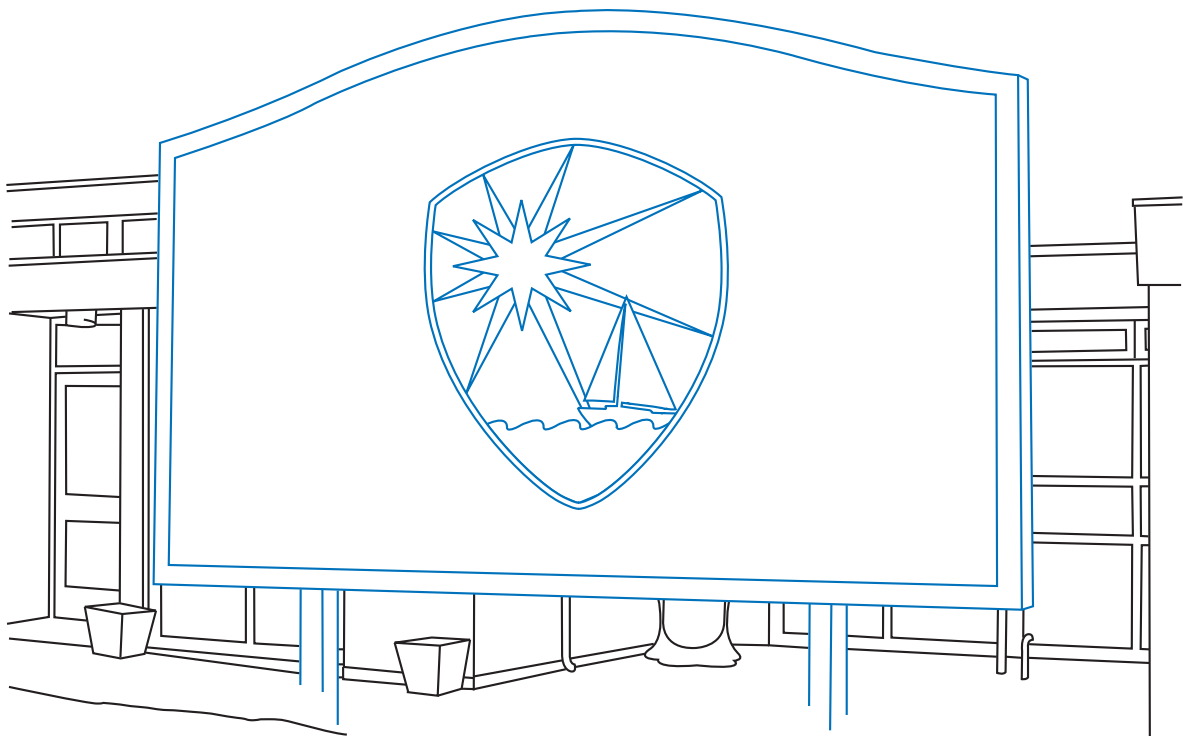
Brief History

Our Lady's School was founded in 1896. The original building was situated in St. Alban's Road, St. Annes. Our present school was completed in 1968, but some children remained at the old site for some years after. Finally, in September 1983 the two remaining classes moved to our current location and the St Alban's Road site was fully vacated after 87 years.

Our Lady Star of the Sea Nursery is a Management Committee run setting. It originally operated from Our Lady's Parish Centre, St Albans, Road. From April 1997 the nursery moved to the main body of Our Lady's School.

Nursery opens on to a large outdoor space which is continually being enhanced and developed to offer interesting, exploratory and investigative learning opportunities. Similarly, our indoor learning environments has been refurbished to provide exciting, challenging and stimulating continuous provision for all the children.

Nursery also shares communal spaces within the main school, for example, the chapel, trim trail, school hall, library and environmental garden.



Our Lady Star of the Sea

Nursery Day

The nursery day starts at 8.45am, where you will be greeted by your child's key person. You will be required to sign your child in at the beginning of their session and sign them out when they are collected.

Welcome	8.45 am-11.45am
Morning snack	10.30am
Lunchtime	11.45am-12.30pm
Afternoon	2.30pm
Nursery closes	3.30pm

FOOD AND DRINKS

As a healthy nursery we encourage all the children to think and eat healthily, therefore at snack times we ask the children to bring fresh fruit or vegetables only. Your child will need one piece of fruit per session they attend.

Children are offered milk or water to drink at snack times. Unlimited fresh drinking water is available throughout the day.

Lunch times

Lunch times are a 'family style' gathering, where key persons sit alongside the children. All the children have the choice to purchase a hot meal from the school kitchens or to bring a packed lunch. We ask parents to commit to a half term for the hot meal option.

Packed lunches are refrigerated with temperatures being monitored daily. It is helpful if lunchboxes and the food items inside which require refrigeration are clearly named.

USEFUL INFORMATION

Learning plans and other useful information is posted on our webpage, the nursery entrance or outdoor notice board.

On our webpage you will find lots of relevant information to support your child's learning and development at home.

To ensure that the children can access all learning experiences freely and without interruption we recommend that children are toilet trained.

Our Lady Star of the Sea

Attendance

ADMISSION CRITERIA

Nursery accommodates a maximum of 20 per session. Children may start nursery immediately after their third birthday. If there are no available spaces, your child's name will be held on a waiting list. Please note that places are allocated initially according to age and thereafter the length of time on the waiting list.

All children are expected to attend for no less than three sessions per week. We believe this offers both continuity of learning and the fostering of positive relationships with their key person and peers.

It is important to note that attending nursery does not give automatic entry into Our Lady Star of the Sea School. Please contact the school office (01253 726015) for the school's admission criteria.

Nursery will need to know as soon as possible if your child is to be absent for any reason. On your child's return a letter should be given explaining the reason for their absence.

Tel. 01253 720497

Our Lady Star of the Sea

Working with the Whole Community

At Our Lady Star of the Sea we place great significance on the working relationship we nurture with our families. We value the importance of working together and are always eager to hear your views and suggestions. We pride ourselves on being a listening nursery and would always encourage you to share any concerns you may have but equally what we are doing well.

To keep you informed about your child's learning and development and to keep you posted with dates for your diary we produce a weekly blog and monthly newsletter, as well as daily dialogue with your child's key person.

The nursery enjoys close links with Our Lady Star of the Sea School, especially Reception. This allows us to offer a comprehensive and seamless transition for the children who progress into the main school.

Nursery recognises the importance of working in collaboration with the wider community and welcomes regular visits from the fire service, police and health service. Nursery plays an active role in numerous charities throughout the year.

Our Lady Star of the Sea

Nursery Clothing

A school jumper or cardigan can be purchased from Top Marque in Park Road, St. Annes, but this is optional.

We do ask if all items of clothing which are likely to be removed to be clearly labelled with your child's name.

All children must have an Our Lady Star of the Sea book bag. Once more these may be purchased from Top Marque.

Please note:

For health and safety reasons the wearing of jewellery is not permitted in nursery. Earrings are a safety hazard, particularly during physical activities.

We are a 'hands on' nursery. Although every effort is made to ensure your child wears protective clothing at messy times, accidents may occur. For this reason, we you ask not to send your child to nursery in clothing that could restrict play, exploration or investigation.

Nursery Community

Management Committee & Staff

■ Management Committee

- Miss J. Hornby
Chair-person

- Mrs D. Hills
- Mr D. Smith

- Mrs B. Draper
Nominated Officer

The management committee meets regularly as a full governing body to consider particular aspects of business, including curriculum, policy and practice.

As a team they are committed and involved in all areas of nursery life and share significant professional and business knowledge and expertise.

■ Staffing Ratio

3-5 years 1:8

■ Nursery Staff

- B. Draper
Nursery Supervisor
b.draper@ourladystar
ofthesea.lancs.sch.uk

- M. Wood
Nursery Deputy Supervisor
m.wood@ourladystar
ofthesea.lancs.sch.uk

- J. Barrow
Nursery Assistant

- F. Ivers
Nursery Assistant

- C. Parkinson
Nursery Assistant

- H. Shields
Nursery Secretary

■ Kitchen Staff

- Mrs J. Pitt
- Mrs S. Dickinson

■ Cleaning & Maintenance

- Mr J. Arnold
- Mrs S. Doggitt
- Ms D. Dabrowska

Nursery Vision & Mission

Our Mission Statement:

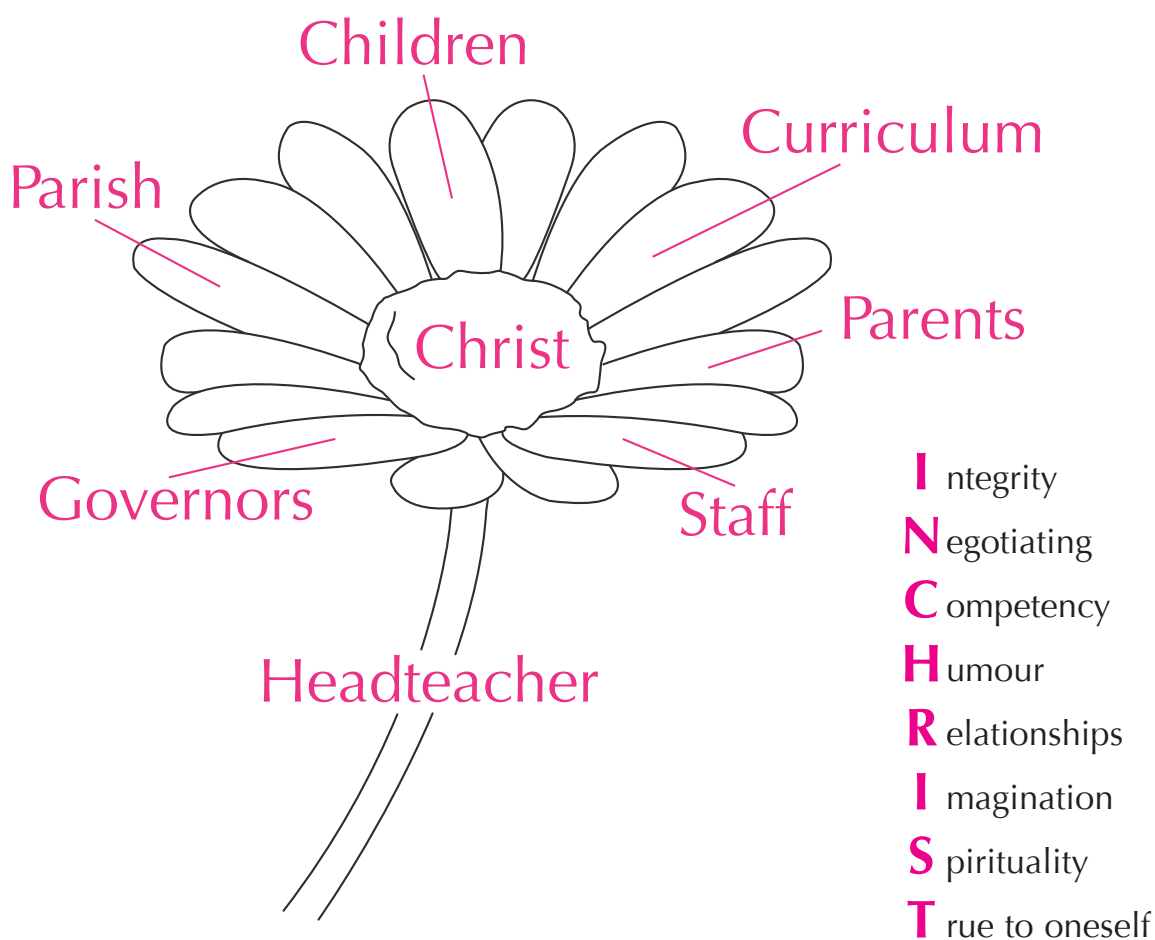
**“You are precious
in my eyes” - Isaiah 43**

Underpinning this is the recognition that each person is unique and should be valued and respected.

Our Mission

At Our Lady Star of the Sea we continuously strive to live our nursery mission statement through all actions, thoughts and words. We place Christ firmly at the foundation of the entire learning process.

By encouraging, inspiring and challenging each child to fulfil their true potential the hope is, that they will indeed, feel precious in God's eyes.



Nursery Vision & Mission

Our Aims

As a whole Nursery we aim to:

- Provide a happy, safe and challenging environment in which all members of our community can develop their relationship with God as they grow in His image.
- Provide a Catholic Christian setting in which all members can grow in understanding and the acquisition of skills, attitudes and values.
- Foster a growth of commitment to the love and service of Christ through the teaching and practices of the Catholic Church.
- Promote a respect and understanding for the cultural and religious principles of others.
- Provide various opportunities to enable each person to develop spiritually, mentally, physically and emotionally.
- Challenge each person to develop their strengths and acknowledge their weaknesses as they strive to realise their true potential.
- Encourage all children to take responsibility for their own learning as they develop into independent, confident learners: growing in the recognition of their own learning needs.
- Deliver a broad and balanced curriculum, which has Christ at the centre, challenging each person to achieve what they are capable of.
- Positively reinforce behaviour, which values the dignity of each person, developing a sense of responsibility.
- Consistently monitor, review and evaluate processes to ensure that the environment is conducive to developing each person.
- Continuously evaluate our teaching and learning strategies to enable the children to experience a variety of styles which cater for their own individual needs.

At Our Lady Star of the Sea we recognise that all such aims can only be achieved if the whole community is working together:

Children
Nursery Staff
Parents
Committee
Parish

Therefore we continuously work to build positive working relationships with all parts of the school community. This is essential, if each person in our community is going to grow and develop their own unique gifts.

Nursery Vision & Mission

Our Vision

Nursery experience is often a child's first venture alone into the larger world outside the family and home.

What children experience and learn in nursery can create strong lasting foundations on which to build in later life, so we believe it is essential that the experiences are of the highest quality.

- Know and respect the children and their families as individuals, celebrating the richness of diversity and identity.
- Develop strong, reciprocal and mutual trusting relationships between child, family, school and the community.
- Know each child as an individual person and create trusting, loving relationships in which learning can take place.
- Value and nurture children's curiosity, creativity and desire to make sense of the world, giving time for their thoughts and ideas, and value to their work, their conversations and their feelings.
- Recognise and value children's competence and capability so that they develop confidence, independence and high self esteem.
- Provide a well planned, aesthetic, motivating and versatile learning environment, which supports children as active learners. Provoking their interest and inquiry, and linking indoors with outdoors.
- Offer children a wide range of learning experiences which acknowledge the diversity of learning of styles, so that they have the opportunity to realise and expand their personal potential.
- Encourage among the whole staff an understanding of the importance of working together as a mutually supportive, unified team, to develop reflective practice, which enables children to achieve success and happiness.
- Support the children in making the transition to the next phase of their education with enthusiasm and confidence, following a happy and fulfilling experience in Nursery.

Nursery Vision & Mission

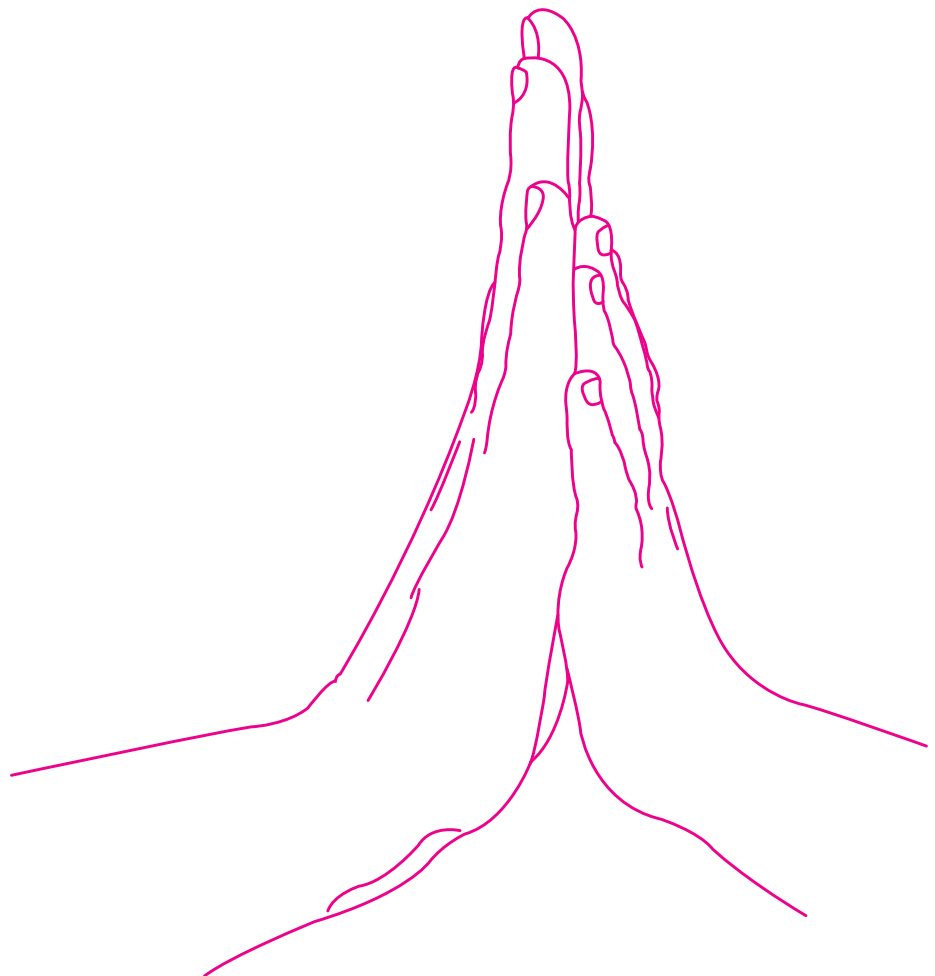
Our Nursery Prayer & Golden Rules

OUR NURSERY PRAYER

We thank you Lord for
happy hearts,
for rain and sunny weather,
we thank you for our nursery
and that we learn together.

GOLDEN RULES

- DO BE GENTLE
- DO BE KIND AND HELPFUL
- DO WORK HARD
- DO LOOK AFTER PROPERTY
- DO LISTEN TO PEOPLE
- DO BE HONEST



Learning Community

Curriculum, the Heart of our Nursery

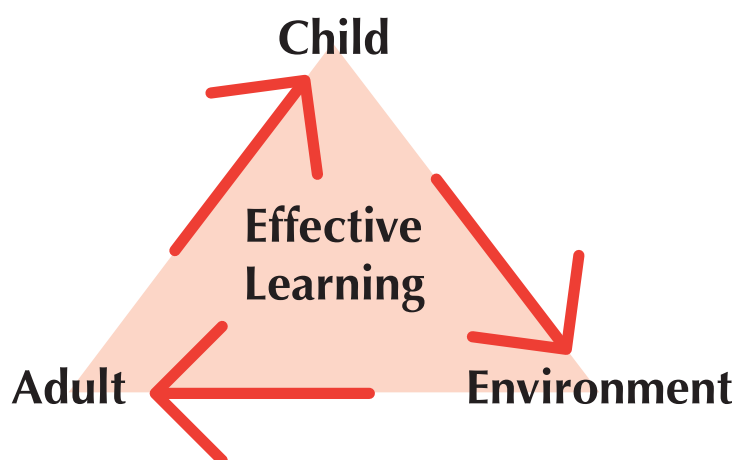
At Our Lady's we feel it is not enough to create a stimulating environment and let children play. We want to support and extend our children's learning by:

- Introducing new stimulus so that it connects with children's previous knowledge and understanding and their immediate interests
- Ensuring children have a clear framework for their behaviour and appropriate support to use their resources
- Playing and interacting alongside the children observing their play

- Role modelling and demonstrating ideas as they emerge
- Offering support and developing children's ideas as they play
- Communicating, talking and communicating new vocabulary
- Raising open-ended questions to extend and develop children's play

Our Lady's demonstrates a commitment to raising standards and giving all children the opportunity to realise their full potential.

“just as sunlight provides the body with vital nourishment, high quality play in childhood is nature's vitamin for the whole sense of wellbeing”
- The Genius of Play, Sally Jenkinson 2004.



Learning Community

Parents as partners

At Our Lady's we recognise and value parents as a child's first and most enduring educator. When parents/carer and practitioners work together the results have a positive impact on the child's development and learning. Therefore, we have developed effective partnerships with our parents by:

- Arranging settling in procedures including introductory home visits which are flexible enough to give time for children to become secure and for key persons and parents/carers to discuss each child's individual needs.
- Ensuring parents/carers are made to feel welcome and valued through a variety of different opportunities for collaboration.
- The knowledge and expertise of parents/carers and other family members are used to support the learning opportunities provided at nursery.
- Nursery uses an assortment of ways to keep parents / carers fully informed about the curriculum, such as parents information leaflets, website, brochures, displays, email, monthly e-newsletter, parents evenings, workshops and through open daily dialogue.

- Parents and key persons talk about and document information which records children's progress and celebrates achievements
- Experiences at home are used to develop learning in the nursery, for example, visits and celebrations. Nursery throughout the year encourages and offers 'home link' activities.

What is a Key Person?

A key person is a special member of staff at nursery, who will get to know your child and who welcomes you and your child to nursery. A key person will never replace the parent, but will be a special extra adult for your child and we believe that this is essential attachment should be planned for and encouraged. As your child grows in confidence then he or she will move happily away from the key person and start to get to know the other staff in nursery. However, the key person is still there, for you and your child, as a significant person, who is always there whenever she is needed.

Mrs Colette Parkinson is our Parental Involvement Co-ordinator (PiCo).

Learning Community

OFSTED

Nursery is inspected regularly by OFSTED. Our most recent report found that Our Lady's offers an outstanding provision, where 'children are valued, cherished and purposefully engaged in all areas of this dynamic nursery'.

WHAT IS BEING DONE WELL?

Ofsted 2014

'Children's confidence and self motivation are developed and supported constantly by highly skilled practitioners.'

'The quality of teaching is consistently high across all aspects of the nursery.'

'Practitioners prepare children exceptionally well to become independent learners.'

'The vibrant stimulating environments indoors and outdoors, both compliments and enhance all aspects of the children's learning and development.'

'Warm, friendly and enchanting.'

For a full copy of the report please visit our website. Alternatively a paper copy may be requested from the nursery office.

Learning Community

Educational needs & Special Educational needs

At Our Lady's we firmly believe that all children are precious and have gifts and talents, which must be developed and shared if their true worth is to be realized. We recognize that as children learn through experience, individual needs will become evident. Effective teaching strives to meet these needs and challenge children to excel and achieve what they deemed impossible!

Our Learning and Teaching policy and Special Educational Needs Policy form the basis of our daily practice and enable us to meet the individual needs of all the children.

Parents play an integral role in the information of the programme and are regularly updated on progress. Any concerns may be discussed with either the Nursery Supervisor or Special Needs Co-Ordinator. A copy of the Special Needs Policy is available on request or visit our website www.ourladystarofthesea.lancs.sch.uk

The nursery follows the guidelines in the Special Educational Needs and Disability (SEND) Code of Practice and maintains excellent working relationships with the SEND Inclusion Teacher.

Our Special Needs Coordinator in Nursery is Mrs B. Draper and Mrs M. Wood.

Areas of Learning

Each area of learning and development is implemented through planned, purposeful play and a blend of adult-led and child-initiated activity.

Play is essential for children's development as it helps build their confidence and it enables them to explore and think about the problems they encounter. Children learn by both leading their own play and by taking part in play which is guided by adults.

Key persons respond to each child's emerging needs and interests guiding their development through warm, positive interactions.

The characteristics of effective teaching and learning are:

- Playing and exploring – children investigate and experience things and 'have a go'
- Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things



Areas of Learning

Prime Areas

Personal, Social and Emotional Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

A child who can communicate feelings and ideas develops a strong sense of self and is increasingly able to relate to others in rewarding and appropriate ways.

Communication and Language

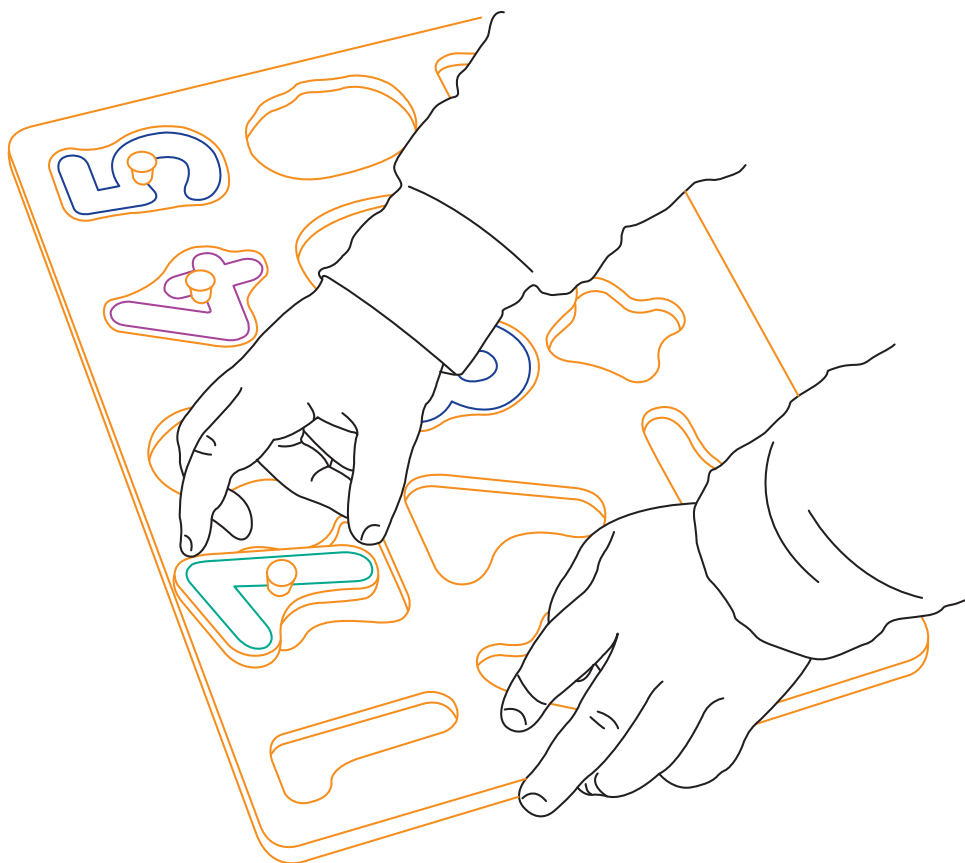
Communication and language development involves giving children the opportunities to experience a rich language environment: to develop their confidence and skills in expressing themselves; and to speak and listen in a variety of situations.

A child who establishes positive relationships through turn taking, joint activity, communicates effectively through the understanding of a shared meaning of words.

Physical Development

Your child's physical development is inseparable from all other aspects of development because they learn through being active and interactive. Your child will use all their senses to learn about the world around them and make connections between new information and what they already know. Physical development involves providing opportunities for children to develop their coordination, control and movement as well as making health choices in relation to food.

A child who feels secure and safe is confident to expand the boundaries of exploration and is motivated to reach, move and exceed physical capabilities.



Areas of Learning

Specific Areas

Literacy

Literacy development involves encouraging children to link sounds and letters and begin to read and write. Children should be given access to a wide range of materials to ignite their interest.

Mathematics

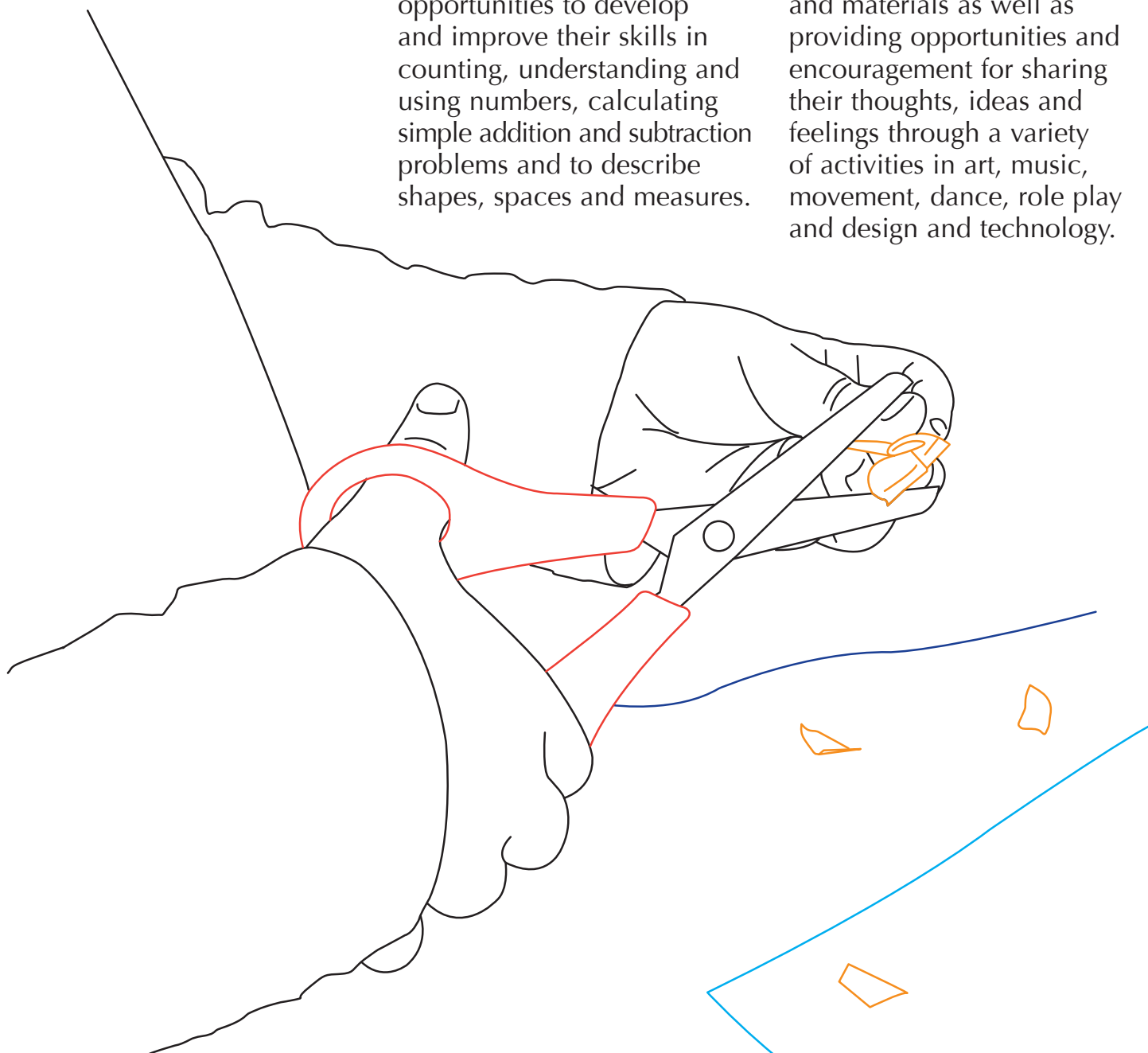
At Our Lady's we believe children's mathematical development arises out of daily experiences in a rich and interesting environment. Effective learning involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

Understanding the World

In this area of learning your child will be developing the crucial knowledge, skills and understanding that can help them to make sense of the world and their community, through opportunities to explore, observe and find out about people, technology and the environment.

Expressive arts and design

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play and design and technology.



Assessment within Nursery

Informal Assessment

At Our Lady's we recognize that assessment is a powerful tool, which helps to ensure that learning fits individual needs.

ASSESSMENT FOR LEARNING

This enables key persons to:

- know at which level each individual child is working at and plan accordingly
- provide effective and relevant feedback to each child, giving them support and strategies to enable them to make progress in their learning
- actively involve the children in their own learning
- adjust future learning based on assessment

Your child will be regularly observed and assessed using the Ferre Laevers principles for well-being and involvement. These observations will inform next steps. All observations are discussed between parents and key persons each term.

Medical & Emergency Matters

It is important that we are informed of any conditions which may require special treatment. This ensures that your child will be cared for safely.

MEDICINES

Nursery does not administer medicines unless for long term medical reasons e.g. asthma. If your child is feeling unwell and requiring regular medicine we request that you keep your child at home. However, if there is a problem please contact the nursery to enable us to help you.

ASTHMA, DIABETES, EPILEPSY OR ANY OTHER MEDICAL CONDITION

If your child suffers from asthma, epilepsy or diabetes please supply the nursery with the details of medication and the support your child required in the administration of medication. In the case of asthma, inhalers should be duplicated so that your child has full access in nursery time. Inhalers must be labelled with your child's name and given to nursery who will ensure it is kept in a safe but accessible place. Written authorization of dosage instructions must be completed. Each time your child's inhaler is administered your signature will be required.

Parents of children who suffer from asthma need to comply with our following health and safety regulations:

- 1 Named medication in ORIGINAL container.
- 2 To check regularly to ensure medication is in date.
- 3 Parents are to complete a consent form with clear dosage instructions.
- 4 Parents/ Carers are to sign to acknowledge administration of medication by staff. This can be done at the end of each session.
- 5 If your child needs an inhaler however slight, medication must be on site at all times in Nursery Asthma box.
- 6 Children suffering a serious Asthma attack will be sent via ambulance to hospital. Parents will be immediately informed.
- 7 Please note your child may require a care plan which needs to be in place prior to your child starting nursery. Please contact us if you think you may require a care plan.

ILLNESS/SICKNESS

Sometimes children become ill during the nursery day, and need to go home. If this happens parents/ carers are contacted - usually by telephone. Sick children are cared for, by their key person until their parents arrive. We urge parents to keep children off if they are ill. If a child is not attending nursery due to illness, parents must contact nursery before 8.45am. If children have suffered from diarrhoea or vomiting we ask that parents keep them off nursery for 48hours.

Medical & Emergency Matters

All accidents are recorded in the nursery accident book. Parents are asked to sign to acknowledge they have been informed of the nature and treatment of the injury.

BUMPS TO THE HEAD

HEAD BUMP NOTES will be sent home for head injuries. Once again, parents will be asked to sign they have been informed of the injury and that they have received relevant information. All accidents are recorded in the nursery accident book. First-aiders are available at all times. If a child has a serious accident requiring hospital treatment, medical attention will be sought first and then the parents will be contacted.

MISSING CHILD PROCEDURE

In the event of a child going missing the following procedure will be followed:

Check of school premises and grounds, liaising with staff
Inform Head Supervisor, Parents, Police and Social Services/Ofsted.

Our full policy is available on our website.

EVACUATION PROCEDURES

Children are familiarized with the procedures to be followed if it were to prove necessary to evacuate the building in case of fire, bomb alerts or other emergencies. Regular fire practices are arranged for this purpose.

Our full policy is available on our website.

SAFEGUARDING CHILDREN POLICY

As a Nursery registered under OFSTED we have statutory and pastoral responsibilities to the children in our Nursery. In your document folder there is a statement that you are asked to sign. Our safeguarding children policy is available in the nursery office to be read. Our full policy is available on our website.

Medical & Emergency Matters

HEALTH AND SAFETY POLICY EQUAL OPPORTUNITIES

We aim to provide a safe and secure environment for the children. These include:

- Acknowledging a child's development and recognising the importance of taking account of these when considering safety arrangements.
- Awareness of hazards within the environment e.g. traffic, pollution, strangers, animals, poisonous berries, water etc;
- The need to actively protect children from hazards by following procedures with regard to protection from infectious diseases by ensuring that areas, equipment and methods used for storage and serving of food are consistent with standards of hygiene.
- Promoting good health by ensuring that fresh drinking water is available to children at all times.
- We are a healthy eating nursery and actively encourage snacks of fruit/vegetables only. Our full policy is available on our website.
- Our appointed health and safety officer Mrs B. Draper conducts regular safety and hygiene checks.

At our Nursery we value and respect the different racial origins, religions, cultures and languages in a multi-racial society so that each child is valued as an individual without racial or gender stereotyping. The children are encouraged to develop positive attitudes to differences of race, culture, language and differences of gender. Many opportunities are provided to learn about other cultures. Clare Starkie is the Special Needs Co-Ordinator and Mrs C Parkinson is our Equalities nominated coordinator (ENCO) in nursery. Our full policy is available on our website.

SMOKING/DRINKING

Our Lady's School has a no smoking policy. Alcoholic drinks are not permitted in the nursery at any time.

Mrs Colette Parkinson is the Nursery's Risk Assessment Officer.

Medical & Emergency Matters

FAILURE TO COLLECT AT THE APPOINTED TIME

Nursery recognises that on the odd occasion a parent/carer may be late collecting a child. In this event we would appreciate a telephone call (01253 720497) to inform us of the circumstances. Continued lateness may incur extra payments.

CONFIDENTIALITY

Personal and confidential information will be dealt with sensitively and correctly by all nursery staff. Confidential information will be shared with other professionals with parental consent or when it is deemed to be in the interest of the child e.g. safeguarding. All private and confidential details are kept securely in the nursery office.

COMPLAINTS PROCEDURE

If any parent feels they have any complaints or grievances they are entitled to follow our complaint procedure. Issues should be discussed first with the member of staff involved. If a parent feels the issue is still not resolved it should be discussed with the Nursery Supervisor, Mrs. Draper. If a parent feels they cannot discuss a matter with the Nursery Supervisor they may contact the Nursery Management Committee.

Alternatively you can make contact with

OFSTED
Piccadilly Gate
26-32 Store St.
Manchester
M1 2WD
Tel. 0300 123 1231

Nursery Policies

All of these policies are available on our website. Alternatively, a paper copy is available on request at the nursery office.

- Able, Gifted and Talented
- Acceptable Use Policy
- Accessibility Plan
- Administering Medicines Policy
- Anti-bullying Policy
- Assessment Policy
- Asthma Policy
- Behaviour Policy
- Camera and Image Policy
- Care and Control Policy
- Disability Access Policy
- Emergency Closure Policy
- Fire Policy
- Food Policy
- Fundamental British Values Policy
- GDPR Policy
- Handling Complaints Policy
- Health and Safety Policy
- Health and Safety Procedures
- Internet Policy
- Learning and Teaching
- Local Offer
- Lock Down Policy
- Missing Child Policy
- Mobile Phone Policy
- Nursery
- Online Safety
- Outside Play Policy
- Pico Policy
- Risk Assessment Policy
- Safeguarding Children and Child Protection Policy
- Single Equalities Policy
- Special Educational Needs Policy
- Transition Policy
- Trips & Visits
- Visitors Policy
- Volunteer Helpers Policy
- Water policy
- Weapon and Super Hero Play Policy

Nursery Policies

We continuously strive to live our nursery mission statement through all actions, thought and words. We place Christ firmly at the foundation of the entire learning process. Underpinning this is the recognition that each person is unique and should be valued and respected.

By encouraging, inspiring and challenging each person to fulfill their true potential we seek to guide children to take responsibility for their own actions and respect the uniqueness and dignity of each member of our community. Therefore, we all have high expectations of behaviour firmly rooted in our nursery mission statement.

BEHAVIOUR

The nursery aims to permeate a positive atmosphere of good order and self discipline based on love for one another.

ENCOURAGE POSITIVE BEHAVIOUR

- Positive role modelling
- Adult praise and affirmation, acknowledgment
- Golden Rules
- Learning characters

We expect high standards of behaviour at all times. Should problems occur we will contact parents and work together in a positive way to ensure a satisfactory resolution.

What to do if you have an important query

At Our Lady's we consider your support as parents to be an essential part of enabling us to be successful in our children becoming life long learners. We welcome you into nursery and we will try to keep you informed about the nursery's policies and your child's progress.

There may be times, however, when you as a parent or guardian will have comments, suggestions or complaints to make. You may wish to talk to either the Nursery Supervisor or Deputy Nursery Supervisor and we hope that this will solve any problem.

Early Education Funding

You will be sent an invoice for fees every term. We ask if fees can be paid promptly by the date stated on the invoice. If you have any problems in paying fees, please contact either the nursery supervisor or the nursery secretary as soon as possible. Fees which are in serious arrears may result in the nursery place being withdrawn until the account is cleared.

your child's place at the nursery may be reallocated and you will incur a cumulative late fee payment.

Terms & Conditions

Please find below details of our terms and conditions relating to payment of fees for your child:

- It is your responsibility to complete your funding agreement and apply for your additional 15 hours funding code (childcarechoices.gov.uk) - please note that you must apply for your code during the Summer Term for a September start. It is also your responsibility to inform us of any changes in circumstances which may affect your funding.

Nursery 15 & 30 Hour Funding Offer Mon to Fri:

Morning
3 hours
8.45-11.45am

Lunch*
11.45-12.30pm

Afternoon
3 hours
12.30-3.30pm

*Please note Lunch time is NOT included in our Offer. This will be charged for at our current rate.

- Each child must attend nursery for a minimum of 3 sessions per week unless otherwise agreed by the Management Committee.
- Deposits must be paid in full prior to a child's place at nursery being secured. This will be deducted from your child's first invoice or repaid as appropriate.
- Fees must be paid in full by the date specified on your half termly invoice. Under extenuating circumstances, alternative arrangements for payment of fees could be arranged. This must be with prior agreement from the Nursery Supervisor. If you are experiencing any financial difficulties regarding the payment of your fees we recommend that you contact the Nursery Secretary / Supervisor as soon as possible. Please note, if fees are not paid by the due date
- Nursery require four weeks written notice for termination of your child's nursery place. Failure to give the required four weeks' notice of termination of your child's place at nursery prior to starting nursery will result in the loss of your deposit. Failure to give the required four weeks' notice of termination of your child's place at nursery once attending nursery will still incur your normal weekly fee for four weeks.
- Debts which remain outstanding after a period of one month will be recovered through the small claims court or debt collecting agency. This will also result in your nursery place being reallocated.
- Refunds are not given for sickness or holidays taken during nursery opening



**Our Lady
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