

Nursery Fees for Academic Year 2018/2019

Thank you for your enquiry for childcare at Little Scholars Nursery.
Please find enclosed a brochure which explains the facilities and service we provide. The fees from the 1st August 2018 are:

Nursery Fees

Rates	Student and Staff
Half day	£22.5
Full day	£45
Weekly	£200

All fees include lunch, milk, fruit for snack.

Little Scholars Nursery is open all year round, closing only for Bank Holidays, University Concessionary Days and 5 staff training days which will be arranged outside teaching weeks. 38 week contracts and year round contracts are available. Our opening times are as follows:

Term Dates for 2018/2019

3rd September – 14th December 2018 (15 weeks)

2nd January – 12th April 2019 (12 weeks)

29th April – 21st June 2019 (11 weeks)

Nursery ethnic monitoring form

Child's name: _____

Child's date of birth: _____

Gender: male/female (please circle)

Child's ethnic group	Ethnic code	Please tick
WHITE		
White British	WBRI	
White Irish	WIRI	
Traveller of Irish heritage	WIRT	
White Gypsy/Roma	WROM	
White other (please specify)	WOTH	
MULTI-HERITAGE		
White and Black Caribbean	MWBC	
White and Black African	MWBA	
White and Asian	MWAS	
Multi-heritage other (please specify)	MOTH	
ASIAN OR ASIAN BRITISH		
Indian	AIND	
Pakistani	APKN	
Bangladeshi	ABAN	
Asian other (please specify)	AOTH	
BLACK OR BLACK BRITISH		
Caribbean	BCRB	
African	BAFR	
Black other (please specify)	BOTH	
CHINESE OR OTHER ETHNIC GROUP		
Chinese	CHNE	
Any other ethnic background	AOTH	
Refused	REFU	

This contact sheet will be used in emergency evacuations

Name of child: _____

Date of birth: _____

Name of parent/carer: _____

Contact numbers: _____

Name of emergency contact: _____

Contact number: _____

Medical details;
E.g. allergies, long-term medication: _____

Parent/carer signature: _____

Parent/carer name: _____

Date: _____

Medical Consent

(For use in day care provision)

I hereby consent to my son/daughter receiving emergency/life-saving treatment if deemed necessary, in the event of me being unavailable.

Child's name: _____

Child's date of birth: _____

Name of child's health visitor: _____

Name of clinic at which health visitor is situated: _____

Name of doctor: _____

Telephone number: _____

Mother's Name: _____ Signature: _____

Father's name: _____ Signature: _____

Adult with parental responsibility (if different from above): _____

Name: _____ Signature: _____

Date: _____

Thank you for taking the time to complete this application form, we look forward to meeting you soon.

Does your child have any allergies?	Yes	No
Please give details		
Does your child suffer from convulsions?	Yes	No
Please give details		
Does your child suffer from Eczema?	Yes	No
Please give details		
Does your child suffer from Asthma?	Yes	No
Please give details of any medication		
Is your child allergic to plasters?	Yes	No
Has your child been immunised against the following:		
Tetanus	Yes	No
Polio	Yes	No
Measles/Mumps/Rubella	Yes	No
Meningitis	Yes	No
Whooping cough	Yes	No
Diphtheria	Yes	No
HIB	Yes	No

If your child is vegetarian are they allowed to eat fish egg milk (Please tick)

Outings

The Nursery may partake in occasional outings. Any major trip may need additional parental involvement. If you are not able to attend these trips with your child, you will be asked to complete a consent form allowing your child to attend.

Relevant information

Please add any further information that you feel we need to know about your child/family status etc. that may help nursery staff when caring for your child.

**University of Wolverhampton
Little Scholars Nursery – Application**

University Student Number:

Section A

Name of child

Name of parent/carer 1:

Name of parent/carer 2:

Address:

Address:

Postcode:

Postcode:

Email address:

Email address:

Contact number:

Contact number:

Please state with whom the child normally lives:

Child's date of birth:

Course being taken by parent/carer:

Please list name and contact number of persons able to collect your child from nursery:

Please provide proof of your child's date of birth, i.e. passport, birth certificate, this is for Nursery Education Grant Purposes (3-5 Year old 15 hour entitlement).

Section B

Please give the following details of a person to contact quickly in an emergency, other than yourself.

Name:

Address:

Home phone number:

Mobile number:

Work phone number:

Relationship to child:

Absences/sickness

If your child will not be attending nursery for their booked session, please telephone the nursery before 10am on each day of absence for catering purposes. Absences longer than two weeks require a written letter. Please note that normal charges still apply for contracted days where your child is absent, irrespective of the reason for absence.

First aid

If needed I give my/our permission for any member of nursery staff with a first aid certificate to give my child basic first aid at any time during their nursery day.

Signature of parent/carer

Photographs

I give my/our permission for any member of nursery staff to take photographs of my child for the purpose of the nursery planning and evidence for future OFSTED inspections.

Signature of parent/carer

Outing

I give my/our permission for the nursery to take my child/ren on occasional local outings such as the library, park and any other educational outings

Signature of parent/carer

Fees

I understand that I am required to pay all fees and charges for nursery services by the due dates. Should payments fall into arrears, I understand that the University of Wolverhampton may suspend or withdraw the provision of nursery services.

For office use only:

Date application returned:

Receipt numberDate.....

Manager signatureDate.....

Little Scholars Day Nursery – 38 Week Childcare Contract

I agree that my childwill start Little Scholars Day Nursery on.....

I would like to accept a term time booking (38 weeks)

Please read the terms and conditions of this contract carefully.

One months written notice is required to terminate the childcare contract.

Sessions required (a minimum of 2 sessions per week must be booked. Please tick the sessions you wish to book.)	Mon am	Mon pm	Tues am	Tues pm	Weds am	Weds pm	Thurs am	Thurs pm	Fri am	Fri pm
Current fees	£ per week, fees will be invoiced monthly and payable in advance by the last day of the month.									
Opening times	Non term-time: 8.30am-5.30pm Term-time: Monday – Friday 8.30am-5.30pm If childcare is required until 6pm there will be an additional £3.50 charge									
Charges for late collection of child	Collection of a child after the agreed session time will be charged at the rate of £15.00 for the first 15 minutes and an additional charge of £15.00 for each and every subsequent 15 minutes thereafter.									
Notice required to terminate this contract	One calendar month written notice.									
Term dates for 38 week bookings	3rd September – 14th December 2018 (15 weeks) 2nd January 2019 – 12th April 2019 (12 weeks) 29th April 2019 – 21st June 2019 (11 weeks)									
Bank holidays and concessionary days. Subject to University approval.	The Nursery closes for all University statutory and concessionary days, these are: Christmas Eve: 1 concessionary day Christmas Day: 1 day Boxing Day: 1 day plus 3 concessionary days New Year's Day: 1 day May Day: 1 day Spring Bank Holiday: 1 day Late summer Bank Holiday: 1 day Good Friday: 1 day Easter Monday: 1 day									
Training days	The Nursery will close for 5 additional days to provide staff training opportunities. No charge will be made for these days and they will be planned outside academic teaching weeks.									

Formation of the contract

- 1.1 A contract for the Services will be formed between you and the Nursery once you have provided a signed, fully completed, registration form and you have received confirmation in writing that your application for a place has been successful.
- 1.2 These terms and conditions govern the contract between you and the Nursery for the Services.

2 Your obligations

- 2.1 The Nursery actively promotes Parent Partnership and requires you to inform us of:
- I. any such information as we may reasonably require regarding your child
 - II. any known medical condition, health problem, allergy, or diagnosed dietary requirement
 - III. any prescribed medication
 - IV. any lack of any vaccination which the child would ordinarily have by their age
 - V. any family circumstances or court orders which might affect the child's welfare, happiness or safety
 - VI. your contact details and those of your authorised persons who may collect the child.
- 2.2 You must ensure that these details are accurate and kept up-to-date, by promptly informing us whenever they change.

3 Charges and payment

- 3.1 You shall pay the charges as detailed above.
- 3.2 Charges are due even if the child is absent.
- 3.3 We will not charge for bank holidays, nursery closure and/or staff training days.
- 3.4 Requests for additional sessions are subject to availability and will be added to the next month's invoice and must be booked at least 24 hours in advance.
- 3.5 The charges must be paid monthly in advance.
- 3.6 Payments can be made at the cashiers office based in the MX Building on Camp Street. It is your responsibility to obtain a receipt as proof of payment. You can also pay nursery fees via the epayment gateway or over the telephone **01902 321230**.
- 3.7 We may increase our charges once per year. We will give you written notice of any such increase at least one month before the proposed date of increase.
- 3.8 Without restricting any other legal right that we may have, if you fail to pay us on time, we may suspend all services until payment has been made in full, which will include the suspension of the child, or even terminate the contract permanently.
- 3.9 Debt recovery proceedings will be undertaken to recover any outstanding nursery fees.
- 3.10 The nursery offers a free trial session, any settling in sessions after this initial free trial will be charged at the full session rate.

4 Reducing sessions

- 4.1 You are required to give one month's written notice of a reduction in the number of sessions you require.

5 Grant Funding/Terrific for two Funding

- 5.1 If you wish to take up your free nursery education, you are required to complete and sign a Parental Declaration on a termly basis.
- 5.2 Free nursery education sessions do not cover meals, the nursery are entitled to make a reasonable charge for meals or additional activities provided during any free session. Meals are charged at the rate of £2.30 for lunch, £2.30 for afternoon tea.
- 5.3 Free nursery education sessions for 2018/2019, have been calculated over a 38 week period. The free sessions will end on 21st June 2019, after this full fees will apply until September 2019.
- 5.4 Entitlement to the 30 hours can be stretched across the full year. If taken over 38 weeks then full fees will apply for out of term

6 Childcare Vouchers

The Nursery is registered to accept childcare vouchers which can be obtained as an employee of University of Wolverhampton or where a parent is employed elsewhere. Vouchers provide a more flexible way for eligible staff to meet the costs of childcare. University staff may exchange part of their salary for childcare vouchers, which in turn offer savings on tax and national insurance contributions. For more information please visit: <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers> or contact Human Resources on tel: **01902 321 351**.

Mother/carer:

Father/carer:

Date:.....

Signed for and on behalf of Little Scholars Day Nursery

Position in Nursery:.....

Little Scholars Day Nursery – Full Year Contract

I agree that my childwill start Little Scholars Day Nursery on.....

I would like to accept a full year booking (excluding Bank Holidays, concessionary days and staff training days)

Please read the terms and conditions of this contract carefully.

Name of child											
Sessions required (a minimum of 2 sessions per week must be booked. Please tick the sessions you wish to book.)	Mon am	Mon pm	Tues am	Tues pm	Weds am	Weds pm	Thurs am	Thurs pm	Fri am	Fri pm	
Current fees	£ per week, fees will be invoiced monthly and payable in advance by the last day of the month.										
Opening times	Non term-time: 8.30am-5.30pm Term-time: Monday to Thursday 8.30am-6.00pm, Friday 8.30am-5.30pm										
Charges for late collection of child	Collection of a child after the agreed session time will be charged at the rate of £15.00 for the first 15 minutes and an additional charge of £15.00 for each and every subsequent 15 minutes thereafter.										
Notice required to terminate this contract	One calendar month written notice.										
Full year bookings holiday entitlement	Charges for holidays: 2 weeks at half fees, any additional weeks will be charged at the full rate. Grant funding entitlement only available during 38 week term dates.										
Bank holidays and concessionary days. Subject to University approval.	The Nursery closes for all University statutory and concessionary days, these are: Christmas Eve: 1 concessionary day Christmas Day: 1 day Boxing Day: 1 day plus 3 concessionary days New Year's Day: 1 day May Day: 1 day Spring Bank Holiday: 1 day Late summer Bank Holiday: 1 day Good Friday: 1 day Easter Monday: 1 day										
Training days	The Nursery will close for 5 additional days to provide staff training opportunities. No charge will be made for these days and they will be planned outside academic teaching weeks.										
Deposit	£100 refundable if place not taken or deducted from 1st month's invoice										

Formation of the contract

- 1.1 A contract for the Services will be formed between you and the Nursery once you have provided a signed, fully completed, registration form and £100 deposit, and you have received confirmation in writing that your application for a place has been successful.

- 1.2 These terms and conditions govern the contract between you and the Nursery for the Services.

2 Your obligations

- 2.1 The Nursery actively promotes Parent Partnership and requires you to inform us of:
- I. any such information as we may reasonably require regarding your child
 - II. any known medical condition, health problem, allergy, or diagnosed dietary requirement
 - III. any prescribed medication
 - IV. any lack of any vaccination which the child would ordinarily have by their age
 - V. any family circumstances or court orders which might affect the child's welfare, happiness or safety
 - VI. your contact details and those of your authorised persons who may collect the child.
- 2.2 You must ensure that these details are accurate and kept up-to-date, by promptly informing us whenever they change.

3 Charges and payment

- 3.1 You shall pay the charges as detailed above.
- 3.2 Charges are due even if the child is absent.
- 3.3 We will not charge for bank holidays, nursery closure and/or staff training days.
- 3.4 Requests for additional sessions are subject to availability and will be added to the next month's invoice and must be booked at least 24 hours in advance.
- 3.5 The charges must be paid monthly in advance.
- 3.6 Cash payments can be made at the Cashiers office based in the MX Building on Camp Street, alternatively payments can be made by payment at the Cashiers, childcare vouchers or major credit/debit card, but it is your responsibility to obtain a receipt as proof of payment.
- 3.7 We may increase our charges once per year. We will give you written notice of any such increase at least one month before the proposed date of increase.
- 3.8 Without restricting any other legal right that we may have, if you fail to pay us on time, we may suspend all services until payment has been made in full, which will include the suspension of the child, or even terminate the contract permanently.

4 Reducing sessions

- 4.1 You are required to give one month's written notice of a reduction in the number of sessions you require.

5 Free nursery education

- 5.1 If you wish to take up your free nursery education, you are required to complete and sign a Parental Declaration on a termly basis.
- 5.2 Free nursery education sessions do not cover meals, the nursery are entitled to make a reasonable charge for meals or additional activities provided during any free session. Meals are charged at the rate of £2.25 for lunch, £1.00 for afternoon tea.
- 5.3 Free nursery education sessions for 2014/2015 have been calculated over a 38 week period, the free sessions will stop on 3 July 2014, after this time, full fees will be charged until September 2014.
- 5.4 Entitlement to the 30 hours can be stretched across the full year. If taken over 38 weeks then full fees will apply for out of term weeks.

6 Childcare Vouchers

The Nursery is registered to accept childcare vouchers which can be obtained as an employee of University of Wolverhampton or where a parent is employed elsewhere. Vouchers provide a more flexible way for eligible staff to meet the costs of childcare. University staff may exchange part of their salary for childcare vouchers, which in turn offer savings on tax and national insurance contributions. For more information please visit: computersharevoucherservices.com or contact Human Resources on tel: **01902 321 351**.

Mother/carer:

Father/carer:

Date:

Signedfor and on behalf of Little Scholars Day Nursery

Position in Nursery:.....