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enquiries@georgespreschool.co.uk

Parents Information Pack

George's Preschool

Dear parent,

Thank you for your recent enquiry; I have enclosed an information pack about George's Pre School, which will answer many of your questions.

We would like to invite you to visit the nursery, to view the facilities and introduce you to the nursery staff. It is advisable to make an appointment or you can just drop in preferably not lunch time as this is a busy period.

To make an appointment, or if you have any more queries then please contact me at the address or our number (02088313035).

I look forward to meeting you.

Yours kindly

Stacey Chun,
Nursery Manager

George's Preschool

Welcome this parent pack has been designed for your information to answer many of the questions you may have about the nursery provision. We recommend that a visit to the nursery is made, where you can meet the staff team and view the provision provided. The nursery staff team will be happy to clarify any further queries you may have.

George's Pre School is a 26 place friendly and caring private day nursery, which caters for children aged between 2 and 5 years old, the nursery provides a stimulating, warm, safe and caring environment where children have a variety of experiences in which to learn and play.

The nursery is open Monday - Friday from 8.00am - 5.00pm, all year except bank holidays and 5 non-bank holiday days between Christmas and New Year. All curriculum activities and meals are included in the fees.

SESSIONS AVAILABLE: 8 - 5 Full day
8 - 12.30 Morning (without lunch)
8 - 1.30 Morning (with lunch)
12.30 - 5 Afternoon (with lunch)
1.30 - 5 Afternoon (without lunch)

If your child is aged 3 or 4 years old you will be able to use your Early Years Educational Entitlement (EEE) which entitles you up to 570 hours per year, this is available to all children in this age band. The 30 hour funding scheme is available to working parents of children over 9 months old, there is a criteria for this funding so please ask a member of management team for more details.

You will use your funding over the full year and your hours will be stretched. Sessions are available in the hours outlined above, if you are using EEE funding over the lunchtime sessions, please note your funding does not include the cost of lunch, which can be purchased at a cost of £4, or alternatively you may bring a packed lunch.

There is also funding available for children aged two, however there is a criteria, this funding is called Early Learning Entitlement for two years old. Please ask for further details from the nursery manager.

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ADMISSIONS: Parents that wish to request a nursery placement are required to complete the booking form at the back of this information pack. Once completed this should be returned to the nursery as soon as possible. Once a booking form has been completed, the nursery will confirm with you in writing, if your placement has been secured (if it is within the coming 6 weeks) or if you have been placed on the nursery's waiting list and an allocation will be made before your start date.

SETTLING IN: Three weeks prior to the child's start date, the nursery will contact the parents and arrange a date to come in to complete your child's paperwork and settle them in. Every child is required to complete the settling in period, the length of the settling sessions will depend on the individual child and their needs.

The parent will be required on the first phase in, to visit the nursery with their child and stay with them for at least half an hour. On this visit the key worker and parents will complete all relevant paperwork, such as child profile form, individual routines, authority to collect and permission slips. Settle in times and dates for the child to visit for short periods, increasing with time will be arranged at this time, depending on both the child's and parent's needs.

On the child's first day, it will be arranged that the child's key worker will be on relevant shifts to greet the child when they arrive, until the child is settled. It is important that good parent communication is achieved at this time to ensure the smooth transition for the child. For the child's first week at nursery, you may be asked to drop your child a little later and collect earlier to allow them to become accustomed to their new environment and to avoid them from becoming distressed when other parents drop off and collect their child. It is vital that your child feels comfortable and confident in their new environment.

NURSERY STAFF: At George's Pre School the staff team is predominantly comprised of highly experienced and qualified members with NVQ level 3 or the equivalent. All staff continue to build on this with further training to a higher level and leadership and management. The nursery believes in personal development and training, we follow a training programme, which includes training from both internal and external agencies. All staff are required to hold certificates in first aid and food hygiene. We have a minimum staff ratio of (staff:children) 1:3 for children under two, 1:4 for children aged 2-3 and 1:8 for children aged 3-5 years. However the nursery aims to provide a higher staff:child ratio throughout the session.

George's Preschool

Our Staff Team



Tracey Monk
Managing Director
BA Hons Degree



Stacey Chun
Nursery Manager
NPQ Early years leadership



Marcia Mitchell
Deputy Manager
BA Hons Degree



Stephanie Pereira
Nursery Assistant



Esháal Mustufa
Apprentice

George's Preschool

KEY PERSON: All children are allocated a key person. Your key person has a special responsibility for your child, they will be introduced to you and your child on your first visit and will do the initial induction to the setting. They will also ensure that the needs of a child and parent are met and develop a good line of communication with you. They are also responsible for liaising with you regarding your child's progress, setting up and reviewing your child's individual daily routine, and revising play plans.

THE CURRICULUM: The nursery has a detailed learning curriculum for children, which is based on the 3 Prime and 4 Specific Areas of learning as outlined by the 'Statutory Framework for the Early Years Foundation Stage'. We particularly focus on identifying children's individual needs. The areas of learning are as follows; -

Three Prime Areas: ↗ Personal, Social and Emotional development. ↗ Physical Development. ↗ Communication, Language.

Four Specific Areas: ↗ Literacy ↗ Mathematics ↗ Understanding the World ↗ Expressive Arts and Design

The nursery has a detailed learning curriculum, and the framework focuses on the child's individual learning. All children have a range of different experiences, skills and interests when they join us, so our activities are informed by observations on the children and are planned with each child's interests and abilities in mind. The nursery also supports the development of the children by introducing new concepts and knowledge. We ensure the children have the opportunity to interact with a consistent adult at frequent intervals throughout their day.

A copy of the nursery curriculum document is available for parents, please ask a staff member for a copy.

Alongside the curriculum we have lots of programs running to help develop children's social skills, understanding of the natural environment and self- development, as well as physical and mental well-being.

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FOREST SCHOOL: Forest school is a Danish concept that develops learning by experience. The philosophy of forest school schools is to encourage and inspire children through positive outdoor experiences. At George's pre-school our Forest School Leader focuses on personal development and individual learning style of the children. By participating in engaging, motivating, and achievable tasks and in activities outdoors your child will develop sound emotional and social skills.

PALS: Playing and Learning to Socialise is an Australian research based Social Skills programme designed by clinical psychologist and early years teachers, to use in early years settings. At George's Pre-school, the PALS programme is embedded within the weekly small group activities. The children are taught in constructive ways to solve problems that may arise in social situations, they learn to share, take turns, expressing their emotions and dealing with them. The programme is designed to help children develop social skills encourage them to form trusting relationships and friendships.

PHYSICAL LITERACY: This programme encourages children to become more physically active, and to engage in a healthy programme of exercise and motor development. The nursery takes this programme very seriously and encourages parents to take home resources to complete activities at home. This programme also runs parallel to the nurseries healthy eating programme, where by we believe a healthy diet is essential to support healthy development in all areas.

LETTERS AND SOUNDS: the letters and sounds programme helps to develop children's understanding of how words and language is formed. It enables them to develop a solid base from which to develop their reading and writing skills. The programme looks at rhyming words, alliteration, individual letter sounds, blending, diagraphs, trigraphs.

All children have access to the sensory sessions and physical literacy programmes.

The letter and sounds, PALS and forest school programme are aimed at children over 30 months.

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PARENT ACTIVITIES: At George's Pre School, parents are invited to participate in different activities each month. A sample of the types of days we arrange is shown: Cooking sessions, pyjama day, creative sessions, Christmas event, parents evenings, Easter party, weekend trips.

EQUALITY OF OPPORTUNITIES: At George's Pre School, we are committed to equal opportunities towards all children, staff and visitors. It is our intention that the children should be able to enjoy the full range of activities, play equipment and materials without discrimination against physical, educational or sensory disability, race, religion or ethnic origin. A copy of the nurseries equal opportunities policy is available on request.

SPECIAL EDUCATIONAL NEEDS: At some time in every child's time, they will encounter some difficulty with either behaviour or learning. At this time, additional support may be required to assist the child in their particular needs. We at George's Pre School believe in treating children as individuals and providing for their specific needs, by providing them with regular reviews, assessments and observations. A copy of the nurseries Special Educational needs policy is available from the nursery on request.

BEHAVIOUR MANAGEMENT: Boundaries of acceptable behaviour need to be established for a clear reason and explained to the child. Behaviour will be managed by the giving of praise and encouragement to help succeed and want to behave in an acceptable way. A copy of the nurseries behaviour management policy is available on request.

MEALS: The nursery provides 3 meals a day for an affordable fee. A mid-morning snack is served at 10am, a two course lunch at 12.30pm and tea at 3:30pm. Even though we do not serve breakfast, a table is available for those wanting to bring some in before 9am. All meals are sociable relaxed occasions and children's birthdays are celebrated with a cake and tea party. The nursery currently holds a 5-star rating from the environmental inspection departments for its kitchen and procedures.

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CLOTHING: We suggest that children wear comfortable and suitable clothing. We recommend that children do not wear their best clothes, as paints and messy activities are accessible daily. Any removable clothing should be labelled clearly with the child's name e.g. hats, coats gloves etc. A coat should be provided daily, as children regularly go out to play. We also request that children wear appropriate shoes to nursery, such as Velcro trainers or shoes that they can put on themselves, to help promote their independence skills. Flip flops are not recommended as they can be hazardous when running.

WORKING IN PARTNERSHIP WITH PARENTS: George's Pre School staff work closely with parents in partnership. To ensure this, staff will discuss with parents their individual child's progress on a daily basis. We stress to staff that it is their friendly contact and communication with parents, which is essential to the happy atmosphere of the nursery. Parents must feel they are able to visit the nursery throughout the day. The nursery staff will make them feel welcome at all times. We will endeavour to ensure that we can accommodate any particular wishes parents may have for their child. All records kept on the children are always available for parents to see.

The parents are able to discuss on a daily basis their child's progress. Other means of parental access to information are available through regular newsletters, parents evenings twice a year, and various reports available for parents. The nursery manager is always available to discuss matters relating to any individual child or indeed issues relating to nursery both on a formal and informal basis.

Parents can request a meeting with either their key worker or a more senior member of staff at any time that is convenient to both parties. The discussion that takes place will be treated completely confidentially and all parties will agree any further action if appropriate.

George's believe that working in partnership with parents is paramount for the happiness and wellbeing of the child.

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HEALTH AND SAFETY: Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and children in our care. We provide such information, training and supervision, as needed for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. A full Health and Safety policy and Risk Assessment is available to all parents on request.

SECURITY: The nursery entrance is operated by an entry bell on the outside fence, parents are required to buzz and wait for a staff member to allow them access. Children are required to be signed, in and out of the nursery, by recording times in the attendance book. If anyone else is to collect your child, they must be listed on the collection consent form you will be asked to complete when your child joins the nursery. If we do not know the person collecting, please provide us with a description and a photograph. If we do not know the person who has turned up to collect your child, we would not allow them to take your child and you will be contacted straight away.

TOILET TRAINING: Toilet training is an important element in becoming independent; we will happily work with you on a program to assist your child in becoming dry. If your child is still in nappies, you will be required to provide them, along with wipes or cotton wool and any cream used, on a regular basis. We will let you know when the supply is running low.

MEDICATION AND ILLNESS: We request that parents keep their children at home if they are feeling unwell. If your child has an infectious illness, we have a duty to inform other parents within 24 hours or as soon as possible. Parents will be required to keep their children at home for the period of time, as outlined in the infectious illness guidelines. If a child has been prescribed antibiotics, we recommend that they are excluded from nursery for 24 hours to allow time for the antibiotics to work. Other medications that are prescribed by the doctor, are able to be administered by one of our first aiders; parents will be required to sign for this in the medicine book. Written instructions must be given for the use of regular medications such as inhalers for asthmatic children. A more detailed policy is available on request. Unfortunately no fees will be refunded due to days taken off due to illness.

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NURSERY FEES: The fees for the nursery sessions are outlined in the fee's schedule at the back of the information pack. Nursery fees are payable monthly in advance and are due on the first week of the month.

A deposit is required upon starting the nursery; this is returned upon leaving provided the correct notice period is given. A deposit of £50 is required for a part time placement and £100 for a full time placement.

The nursery is open Monday to Friday all year, except English bank holidays and the period of 5 working days between Christmas and new year. Please note bank holidays are charged for, however you are not charged for the Christmas period. Fees are calculated in 51 weeks in the year. There are no reductions for your personal holidays or sickness. The nursery closes for two inset days per year and you will be given prior notice as to the dates of these closures. There is no reduction in fees for inset days.

Bookings can only be confirmed on receipt of the nurseries booking form. The first months fees are payable on commencement. Subsequent months fees are payable in advance by the last day of the proceeding months.

NOTICE PERIOD: One full month's notice of your requirements must be made in writing to the nursery. If you require changing your days and times then we will endeavour to do this as soon as availability allows, if required within the one-month period there may be delays if the days or times are fully booked. In circumstances where changes of days and or times lead to a lower monthly fee then the higher amount will be paid for the 1 month notice period. Plans for your child leaving the nursery should always be discussed as far as possible in advance and a minimum of one months' notice in writing is required, otherwise two months fees must be paid in lieu of notice.

FURTHER INFORMATION: For further information and to visit the nursery please ring one of the nursery team on 02088313035.

WEEKLY FEES



2 TO 3 YEARS OLD FULL PAYING

FULL DAYS

Weekly attendance	Daily	Weekly
2 days 18 hours x £8.00 Food charges at £4 a day = £8	76.00	£152.00
3 days 27 hours x £8.00 Food charges at £4 a day = £12	76.00	£228.00
4 days 36 hours x £8.00 Food charges at £4 a day = £16	76.00	£304.00
5 days 45 hours x £8.00 Food charges at £4 a day = £20	76.00	£380.00

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	Daily	Weekly
3 mornings 13.5 hours x £8.00 Food charges at £1 a session = £3	£37.00	£111.00
4 mornings 18 hours x £8.00 Food charges at £1 a session = £4	£37.00	£148.00
5 mornings 22.5 hours x £8.00 Food charges at £1 a session = £5	£37.00	£185.00

HALF DAYS WITH LUNCH 8-1.30

Weekly attendance	Daily	Weekly
3 mornings 16.5 hours x £8.00 Food charges at £4 a session = £12	£48.00	£144.00
4 mornings 22 hours x £8.00 Food charges at £4 a session = £16	£48.00	£192.00
5 mornings 27.5 hours x £8.00 Food charges at £4 a session = £20	£48.00	£240.00

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES

HALF DAYS WITHOUT LUNCH 1.30 -5.00

Weekly attendance	Daily	Weekly
3 afternoons 10.5 hours x £8 Food charges at £1 a session = £3	£29.00	£87.00
4 afternoons 14 hours x £8 Food charges at £1 a session = £4	£29.00	£116.00
5 afternoons 17.5 hours x £8 Food charges at £1 a session = £5	£29.00	£145.00

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	Daily	Weekly
3 mornings Food charges at £4 a session = £12	£40.00	£120.00
4 mornings Food charges at £4 a session = £16	£40.00	£160.00
5 mornings Food charges at £4 a session = £20	£40.00	£200.00

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES



2 YEAR OLD WITH 15 HOURS

FULL DAYS

Weekly attendance	Working out	Normal Weekly cost	With 11.18 HOURS
2 days	$18 - 11.18 = 6.82 \times £8 = £54.56$ Food charges at £4 a day = £8	£152.00	£62.56
3 days	$27 - 11.18 = 15.82 \times £8 = £126.56$ Food charges at £4 a day = £12	£228.00	£138.56
4 days	$36 - 11.18 = 24.82 \times £8 = £198.56$ Food charges at £4 a day = £16	£304.00	£214.56
5 days	$45 - 11.18 = 33.82 \times £8 = £270.56$ Food charges at £4 a day = £20	£380.00	£290.56

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	Working out	WEEKLY	With 11.18 HOURS
3 mornings	$13.5 - 11.18 = 2.32 \times £8 = £18.56$ Food charge at £1 a session = £3	£111.00	£21.56
4 mornings	$18 - 11.18 = 6.82 \times £8 = £54.56$ Food charge at £1 per session = £4	£148.00	£58.56
5 mornings	$22.50 - 11.18 = 11.32 \times £8 = £90.56$ Food charge at £1 per session = £5	£185.00	£95.56

HALF DAYS WITH LUNCH 8-12.30

Weekly attendance	Working out	WEEKLY	With 11.18 HOURS
3 mornings	$16.5 - 11.18 = 5.32 \times £8 = £42.56$ Food charge at £4 per session = £12	£144.00	£78.56
4 mornings	$22 - 11.18 = 10.82 \times £8 = £86.56$ Food charge at £4 a session = £16	£192.00	£102.56
5 mornings	$27.50 - 11.18 = 16.32 \times £8 = £180.56$ Food charge at £4 a session = £20	£240.00	£150.56

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES

HALF DAYS WITHOUT LUNCH 1.30-5.00

Weekly attendance	Working out	WEEKLY	With 11.18 HOURS
4 afternoons	$14 - 11.18 = 2.82 \times \pounds 8 = \pounds 22.56$ Food charge at $\pounds 1$ per session = $\pounds 4$	£116.00	£26.56
5 afternoons	$17.50 - 11.18 = 6.32 \times \pounds 8 = \pounds 50.56$ Food charge at $\pounds 1$ per session = $\pounds 5$	£145.00	£55.56

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	Working out	WEEKLY	With 11.18 HOURS
3 afternoons	$13.5 - 11.18 = 2.32 \times \pounds 8 = \pounds 18.56$ Food charge at $\pounds 4$ per session = $\pounds 12$	£120.00	£30.56
4 afternoons	$18 - 11.18 = 6.82 \times \pounds 8 = \pounds 54.56$ Food charge at $\pounds 4$ per session = $\pounds 16$	£160.00	£70.56
5 afternoons	$22.5 - 11.18 = 11.32 \times \pounds 8 = \pounds 90.56$ Food charge at $\pounds 4$ per session = $\pounds 20$	£200.00	£110.56

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES

2 YEARS WITH 30 HOURS



FULL DAYS

Weekly attendance	Working out	Normal Weekly cost	With 22.36 HOURS
2 days	Free with 4.36 extra hours to take Food charges at £4 a day = £8	£152.00	£8.00
3 days	$27 - 22.36 = 4.64 \times £8 = £37.12$ Food charges at £4 a day = £12	£228.00	£49.12
4 days	$36 - 22.36 = 13.64 \times £8 = 109.12$ Food charges at £4 a day = £16	£304.00	£125.12
5 days	$45 - 22.36 = 22.64 \times £8$ Food charges at £4 a day = £20	£380.00	£201.12

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	Working out	Normal weekly cost	With 22.36 HOURS
5 mornings	$22.5 - 22.36 = 0.14 \times £8 = 1.12$ Food charges at £1 a session = £5	£185.00	£6.12

HALF DAYS WITH LUNCH 8-1.30

Weekly attendance	Working out	Normal weekly cost	With 22.36 HOURS
4 mornings	$22 - 22.36 = 0.36$ extra hours to take Food charges at £4 a session = £16	£192.00	£16.00
5 mornings	$27.50 - 22.36 = 5.14 \times £8 = £41.12$ Food charges at £4 a session = £20	£240.00	£61.12

HALF DAYS WITHOUT LUNCH 1.30-5.00

Weekly attendance	Working out	Normal weekly cost	With 22.36 HOURS
5 afternoons	$17.5 - 22.36 = 4.86$ hours to take Food charges at £1 a session = £5	£145.00	£5.00

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	Working out	Normal weekly cost	With 22.36 HOURS
5 afternoons	$22.5 - 22.36 = 0.14 \times £8 = 1.12$ Food charges at £4 a session £20	£200.00	£21.12

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES

3 YEAR OLDS



FULL DAYS

Weekly attendance	New Daily	Weekly
2 days 18 hours x £7.20 Food charge at £4 a day = £8	£68.80	£137.60
3 days 27 hours x £7.20 Food charge at £4 a day = £12	£68.80	£206.40
4 days 36 hours x £7.20 Food charge at £4 a day = £16	£68.80	£275.20
5 days 45 hours x £7.20 Food charge at £4 a day = £20	£68.80	£344.00

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	New Daily	Weekly
3 mornings 13.5 hours x £7.20 Food charge at £1 per session = £3	£33.40	£100.20
4 mornings 18 hours x £7.20 Food charge at £1 per session = £4	£33.40	£133.60
5 mornings 22.5 hours x £7.20 Food charge at £1 per session = £5	£33.40	£167.00

HALF DAYS WITH LUNCH 8-1.30

Weekly attendance	New Daily	Weekly
3 mornings 16.5 hours x £7.20 Food charge at £4 a session = £12	£43.60	£130.80
4 mornings 22 hours x £7.20 Food charge at £4 a session = £15	£43.60	£174.40
5 mornings 27.50 hours x £7.20 Food charge at £4 a session = £20	£43.60	£218.00

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES

HALF DAYS WITHOUT LUNCH 1.30-5.00

Weekly attendance	New Daily	Weekly
3 afternoons 10.5 hours x £7.20 Food charge at £1 per session = £3	£26.20	£78.60
4 afternoons 14 hours x £7.20 Food charge at £1 a session = £4	£26.20	£104.80
5 afternoons 17.5 hours x £7.20 Food charge at £1 a session = £5	£26.20	£131.00

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	New Daily	Weekly
3 afternoons 13.5 hours x £7.20 Food charge at £4 a session = £12	£36.40	£109.20
4 afternoons 18 hours x £7.20 Food charge at £4 a session = £16	£36.40	£145.60
5 afternoons 32.5 hours x £7.20 Food charge at £4 a session = £20	£36.40	£182.00

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES



3 - 5 YEARS WITH 15 HOURS

FULL DAYS

Weekly attendance	Working out	Normal Weekly cost	With 11.18 funding hours
2 days	$18 - 11.18 = 6.82 \times \text{£}7.20 = 49.10$ Food charge at £4 a day = £8	£137.60	£57.10
3 days	$27 - 11.18 = 15.82 \times \text{£}7.20 = \text{£}113.90$ Food charge at £4 a day = £12	£206.40	£125.90
4 days	$36 - 11.18 = 24.82 \times \text{£}7.20 = \text{£}178.70$ Food charge at £4 a day = £16	£275.20	£194.70
5 days	$45 - 11.18 = 33.82 \times \text{£}7.20 = \text{£}243.50$ Food charge at £4 a day = £20	£344.00	£263.50

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	Working out	Normal weekly cost	With 11.18 funding hours
3 mornings	$13.5 - 11.18 = 2.32 \times \text{£}7.20 = \text{£}16.70$ Food charge at £1 a session = £3	£100.20	£19.70
4 mornings	$18 - 11.18 = 6.82 \times \text{£}7.20 = \text{£}49.10$ Food charge at £1 a session = £4	£133.60	£53.10
5 mornings	$22.50 - 11.18 = 11.32 \times \text{£}7.20 = \text{£}81.50$ Food charge at £1 a session = £5	£167.00	£86.50

HALF DAYS WITH LUNCH 8-1.30

Weekly attendance	Working out	Normal weekly cost	With 11.18 funding hours
3 mornings	$19.5 - 11.18 = 8.32 \times \text{£}7.20 = \text{£}59.90$ Food charge at £4 a session = £12	£152.40	£71.90
4 mornings	$26 - 11.18 = 14.82 \times \text{£}7.20 = \text{£}106.70$ Food charge at £4 a session = £16	£203.20	£122.70
5 mornings	$32.5 - 11.18 = 21.32 \times \text{£}7.20 = \text{£}153$ Food charge at £4 a session = £20	£254.00	£173.50

HALF DAYS WITHOUT LUNCH 1.30-5.00

Weekly attendance	Working out	Normal weekly cost	With 11.18 funding hours
4 afternoons	Owed 1.18 hours a week Food charge at £1 a session = £4	£76.00	£4.00
5 afternoons	$12.50 - 11.18 = 1.32 \times \text{£}7.20 = \text{£}9.50$ Food charge at £1 a session = £5	£95.00	£14.50

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
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UPDATED AUG 25

WEEKLY FEES

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	Working out	Normal weekly cost	With 11.18 funding hours
3 afternoons	$13.5 - 11.18 = 2.32 \times \text{£}7.20 = \text{£}16.70$ Food charge at £4 a session = £12	£109.20	£28.70
4 afternoons	$18 - 11.18 = 6.82 \times \text{£}7.20 = \text{£}49.10$ Food charge at £4 a session = £16	£145.60	£65.10
5 afternoons	$22.5 - 11.18 = 11.32 \times \text{£}7.20 = \text{£}81.50$ Food charge at £4 a session = £20	£182.00	£86.50

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

WEEKLY FEES



3 - 5 YEARS WITH 30 HOURS

FULL DAYS

Weekly attendance	Working out	Normal weekly cost	With 22.36 funding hours
2 days	4.36 hours owed each week Food charge at £4 a day = £8	£137.60	£8.00
3 days	$27 - 22.36 = 4.64 \times £7.20 = 33.40$ Food charge at £4 a day = £12	£206.40	£45.40
4 days	$36 - 22.36 = 13.64 \times 7.20 = 98.20$ Food charge at £4 a day = £16	£275.20	£114.20
5 days	$45 - 22.36 = 22.62 \times £7.20 = 163.00$ Food charge at £4 a day = £20	£344.00	£183.00

HALF DAYS WITHOUT LUNCH 8-12.30

Weekly attendance	Working out	New weekly	With 22.36 funding hours
5 mornings	$22.50 - 22.36 = 0.14 \times £7.20 = £1$ Food charge at £1 a session	£167.00	£6.00

HALF DAYS WITH LUNCH 8-1.30

Weekly attendance	Working out	New weekly	With 22.36 funding hours
4 mornings	$26 - 22.36 = 3.62 \times £7.20 = £26.06$ Food charges at £4 a session	£203.20	£42.06
5 mornings	$32.5 - 22.36 = 10.14 \times £7.20 = 73.00$ Food charges at £4 a session	£254.00	£93.00

HALF DAYS WITHOUT LUNCH 1.30-5.00

Weekly attendance	Working out	New weekly	With 22.36 funding hours
5 afternoons	$17.5 - 22.36 = 4.86$ hours owed Food charge at £1 a session	£167.00	£5.00

HALF DAYS WITH LUNCH 12.30-5.00

Weekly attendance	Working out	New weekly	With 22.36 funding hours
5 afternoons	$22.5 - 22.36 = 0.14 \times 37.20 = £1$ Food charges at £4 a session	£182.00	£21.00

FEES ARE PAID ON A 4 WEEKLY OR 5 WEEKLY BASIS
FOR FUNDED PLACES FOOD CHARGES ARE OPTIONAL

UPDATED AUG 25

George's Preschool

BOOKING FORM

Child's Name.....

Surname.....

Age..... D.O.B.....

Address.....

.....Postcode.....

Mothers email

Fathers email

Mothers Name..... Daytime No.....

Fathers Name..... Daytime No.....

Days required per week (please circle)

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Hours required from..... until.....

Commencement date.....

Please enrol my child at George's Pre School Ltd to commence on the above date.

I understand that one month notice must be given to the nursery in the event of my child needing to reduce days/hours at the nursery or when withdrawing from the nursery. In the event of one month notice not being given I undertake to pay the month notice prior to my child leaving nursery (days of for sickness or holidays including bank holidays are still payable to the nursery during the time my child is at the nursery and are payable during the one month notice period).

I understand that the nursery operates an open access to information policy and I am welcome during opening hours to view the policies and procedures under which it runs. I am also aware that parents evenings are held approximately twice per year and the manager is happy to arrange meetings to discuss any matters concerning your child at any mutually agreed time.

I / we have been provided with details of the settings policies and procedures, including information sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I understand that the children are taken for walks, visits etc. off the premises and I give my permission for my child to be included in such outings.

I also give my permission for the staff to administer prescribed medication with my signed consent. I am aware that the nursery is unable to care for sick children and I will collect my child whenever the nursery feels it is necessary.

I understand that I am required to pay a deposit of £..... which will be refundable upon my last month fees providing the full notice period has been given in writing. I understand that there is no reduction in fees for sickness and holidays and bank holidays.

George's Pre School Ltd is not responsible for any loss in toys, clothes, paint stains or damage to clothing. Please ensure your child is dressed appropriately for their day.

I understand that I am required to inform the nursery of any changes in the child's details e.g. change of address. It is particularly important to ensure that emergency contact numbers are always updated.

I give consent for the setting to share development summaries/ trackers to the next provider/school my child may attend. I give consent for the setting to share confidential information to outside agencies if required as outlined in the policy.

I understand that that all adults, including parents are expected to adhere to our behaviour management policy. If parents display any unacceptable behaviour their child's place in this setting will be seriously compromised.

I understand that if the nursery is closed due to any reasons beyond its control e.g adverse weather conditions or power failures then I agree to pay the nursery fees for that session.

The nursery will be shut for two days per year for inset days which I am required to pay for, I will be given at least two month notice of the dates.

All other terms and conditions are as outlined in the attached parents information pack.

Signed (parent/guardian).....

Print name.....

Date.....



Privacy notice

Introduction

At George's Pre School we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs [add further details as necessary]

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email address, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by

- All electronic devices are password protected.
- All cameras and tablets with children's images do not leave the building.
- All paper copies are locked away securely.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves. Your electronic learning journals are managed by Eylog and they destroy your records 30 days after we have notified them of you leaving.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

we do not make any decisions about your child based solely on automated decision-making. Or explain details if this is the case.]

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how [I/we] handle your data please contact [me/us].

If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with [me/us], you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

George's Preschool

I have read the Privacy agreement for George's Pre School . (policy pack pages 266-272)

I will actively opt in and permit to the processing of my personal data Yes / No

Childs name

Parents Name

Parents Signature

Date

(this form will need to be completed by each parent)

I have read the Privacy agreement for George's Pre School . (policy pack pages 266-272)

I will actively opt in and permit to the processing of my personal data Yes / No

Childs name

Parents Name

Parents Signature

Date

(this form will need to be completed by each parent)