



Oscar Bears' Day Care

Admissions policy

We request that parents visit the nursery prior to registering their child with us.

The registration process

When you have expressed an interest in registering your child at Oscar Bears the nursery manager will forward you the registration forms. Only once you have returned these forms and received a confirmation of your Child's place will your Child be registered at Oscar Bears Day Care. Oscar Bears must also be in receipt of the £100.00 non- refundable registration fee.

You will not be permitted to leave your child at the setting unless we are in receipt of Registration forms and any relevant permissions.

Fees

Once registered fees are payable for 51 weeks of the year.
 Parents will be informed three months prior to any increase in fees.
 Fees are incurred for the 51 weeks that Oscar Bears is open.

| | | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------|
| Full day 8am-6pm -includes all provisions and food required by your child in line with our policies throughout the day. | £50.00 | |
| Morning session 8am-1pm - includes all provisions and food required by your child in line with our policies throughout the day. | £27.50 | |
| Afternoon session 1pm- 6pm - includes all provisions and food required by your child in line with our policies throughout the day. | £27.50 | |
| Early drop off. Dropping off anytime between 7.30am- 8am. Must be pre booked | £3.25 | |
| Late collection. Collecting anytime between 6pm-6.30pm. Must be pre booked | £3.25 | |
| Late collection. Collecting anytime between 6.30pm-7pm.Must be pre booked. | £3.25 | |
| Any late collections or early drop offs that are not pre booked (during nursery operating hours) | £3.25 for each and every fifteen minutes. | Please refer to non-collection of child policy |
| Any late collection that are not pre booked (after 6pm) | £6.50 for each and every fifteen minutes. | Please refer to non-collection of child policy |
| Fresh hot lunch | £3.20 | Charge becomes applicable if only attending and paying for a part session. |
| High tea | £2.80 | |
| Snack | £0.80 | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Breakfast | £0.80 |
| Extra hours after 1pm (a morning session) may be booked at management discretion. These will be charged at £6.50p per hour. In addition, any food required during additional hours will also incur a charge. | |

Bank holidays

We are closed on all nationally recognized bank holidays, fees will be incurred on these days. Typically, the nationally recognized bank holidays are as follow:

New Year's Day
 Good Friday
 Easter Monday
 Early May
 Spring Bank Holiday
 Summer Bank Holiday

Occasionally there may be an additional nationally recognized bank holiday to commemorate a special event. In this case management will inform the parents at the start of the year as to the dates.

We are able to offer sessions in lieu for all days that the nursery is closed and fees are charged. Lieu sessions are only offered at the management's discretion and if we are able to do so owing to ratios etc. Parents must ensure that management are aware that the parents are booking a lieu session at the time of booking and lieu sessions will not be credited retrospectively. Please see lieu session policy for further information.

Christmas

Oscar Bears runs a Christmas party each and every December for the children and parents at the local Leisure Centre. This will typically run from 2pm-4pm. The nursery will be closed on this afternoon from 1.30pm and fees will be charged. As before if the Christmas party falls on your nursery day a lieu session will be offered.

Typically, Oscar Bears will close at 1pm on Christmas Eve and re-open on the 2nd January. During this time parents will not incur a charge for five nursery days. Parents will be informed of these dates within the autumn newsletter as dependent on how Christmas falls these may be subject to change.

Extracurricular activities that are offered by Oscar Bears

Oscar bears periodically offers extra experiences to the children while attending Oscar Bears Day Care. These include zoo lab, yoga sessions, parties etc.... Oscar Bears operates an inclusive ethos and will never charge for these experiences. The exception to the rule is if transport has to be hired for example for a trip to take place, parents would then be requested to make a minimum donation to the cost. Any trips that may take place will always be optional.

Discounts and schemes to make childcare more affordable

| | |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5% discount if your child attends 5 days 8am-6pm | Not eligible to combine with any other scheme. The 5 days must be regular sessions and the discount will not be applied to extra sessions. Must be requested in writing. |
| 5% sibling discount | Not eligible to combine with any other scheme. Discount will be applied to eldest child's fees. Discount will only be applied once any siblings have started paying fees and not upon their registration. Must be requested in writing. |
| 5% sibling discount on third child within the setting | Not eligible to combine with any other scheme. Discount will be applied to second eldest Childs fees. Discount will only be applied once any siblings have started paying fees and not upon their registration. Must be requested in writing. |

Term time only sessions:

Oscar bears offers a limited amount of term time only sessions. Term time only sessions defined as 38 weeks of the year, typically following the same pattern as West Sussex County Council Schools. Term time only sessions will be offered on a first come first served basis and at the management's discretion. Please note that when allocating sessions priority will be given to those families wishing to attend nursery 51 weeks of the year.

The following fee structure applies to term time only sessions:

| | | |
|--------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------|
| Full day 8am-6pm 51 weeks | £55.00 | |
| Morning session 8am-1pm | £30.00 | |
| Afternoon session 1pm- 6pm | £30.00 | |
| Early drop off. Dropping off anytime between 7.30am- 8am. Must be pre booked | £3.25 | |
| Late collection. Collecting anytime between 6pm-6.30pm. Must be pre booked | £3.25 | |
| Late collection. Collecting anytime between 6.30pm-7pm.Must be pre booked. | £3.25 | |
| Any late collections or early drop offs that are not pre booked (during nursery operating hours) | £3.25 for each and every fifteen minutes. | Please refer to non-collection of child policy |
| Any late collection that are not pre booked (after 6pm) | £5.00 for each and every fifteen minutes. | Please refer to non-collection of child policy |
| Fresh hot lunch | £3.20 | Charge becomes applicable if only attending and paying for a part session. |
| High tea | £2.80 | |
| Snack | £0.80 | |
| Breakfast | £0.80 | |

Extra hours after 1pm (a morning session) may be booked at management discretion. These will be charged at £6.50p per hour. In addition, any food required during additional hours will also incur a charge.

Flexible working hours

Oscar bears recognizes that some families may be required to work flexible working hours. During the registration process families are able to request a flexible nursery attendance pattern. Each request will be considered on an individual basis. Families are requested to provide the nursery with at least 6 months rotas, and more if the nursery envisages a point in the future where flexible nursery patterns may have to be withdrawn. If Oscar Bears has to withdraw a families offer of a flexible working pattern at least three months' written notice will be given. Oscar Bears will endeavor to work with the family to come up with a new mutually agreeable plan so as to cause as little disruption to the child as possible. Please note that if a flexible working pattern is requested term time only fee structure will be applied.

The flexible working hour's scheme may not be combined with any other discount.

Late pickups and early drops offs

We politely request that all late pickups and early drop off are pre booked with the nursery manager. On any occasion where sessions are not booked the fees for late pick-ups and early drop offs when not pre booked will come into effect. Please see above table. On these occasions staff respectfully ask that parents sign our additional hour's book. This document is so that parents and the nursery manager are aware of additional hours utilized which will be charged for accordingly.

Early years free entitlement (EYFE)

Early years funding is a grant that has been provided by Central Government and administered by West Sussex County Council. Eligible two year olds and all three and four year olds are entitled to the equivalent of 15 hours of free childcare a week over 38 weeks (i.e. term time only). As Oscar Bears is open 51 weeks of the year the children funding is spread out over this period, resulting in children under our care being entitled to receive the equivalent of 11hrs per week free childcare over a period of 51 weeks.

Oscar Bears will provide parents with the current pre-school session rates prior to a Childs uptake of any EYFE.

Oscar Bears Day Care is only able to claim Early Years Free Entitlement on a term by term basis. All Children must have registered and started at the nursery and be eligible for free entitlement by the "Head Count Date" as stipulated by West Sussex County Council. This is usually towards the start of each term. Please ask the nursery manager to confirm this date.

Oscar Bears provides the following pattern of delivery for Early Years Free Entitlement.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 8am to 11am and 1pm to 4pm | 8am to 11am and 1pm to 4pm | 8am to 11am and 1pm to 4pm | 8am to 11am and 1pm to 4pm | 8am to 11am and 1pm to 4pm |

Fee Structure Including Early Years Free Entitlement

Parents and carers are reminded that Oscar Bears provides a maximum of 11 hours Early Years Free Entitlement per week for 3 hours per session. Any hours booked or used outside Oscar Bears pattern of delivery for Early Years Free Entitlement will be charged as Oscar Bears Fee structure for EYFE.

You are able to use any combination of days stated in Oscar Bears pattern of delivery for EYFE dependent on availability up to and including 11 hours.

Example of Funding Patterns

Funding pattern full days for 51 weeks :

| | Hours of funding | Cost of session including meal cost (51 weeks) |
|-----------|------------------|------------------------------------------------|
| Day One | 6 | £27.38 |
| Day Two | 5 | £31.15 |
| Day Three | 0 | £50.00 |
| Day Four | 0 | £50.00 |
| Day Five | 0 | £50.00 |

Funding pattern Half days:

| | Hours of Funding | Cost of session |
|-----------|------------------|-----------------|
| Day one | 3 | £16.19 |
| Day Two | 3 | £16.19 |
| Day Three | 3 | £16.19 |
| Day Four | 2 | £19.96 |
| Day Five | 0 | £27.50 |

You may use just the funded hours without taking up any of the additional hours offered by Oscar Bears and will not incur any charge. However funded only hours will be only offered after sessions have been allocated to those families who require full sessions. Please note that funded only hours will be allocated on a term by term basis.

Some parents may require to use their EYFE over 38 weeks. This will result in the child being entitled to 15 hours of funded hours per week. For the remainder 13 weeks of the year full fees will be payable unless you have been offered in writing a term time only space.

Oscar Bears is required to share information with the county council detailing children's age, addresses dates of birth etc. in order to take up the early years funding. Oscar Bears will request that parents complete a declaration form each term which will be where details of the hours claimed and over how many weeks will be agreed by Oscar Bears and the Child's parents. If Oscar Bears is unable to meet your full funding request you are entitled to split your funding between two settings.

Written by: Laura Mills
Review date: April 2017