

BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S J Moore

Head of School: Mrs S L Buttress

Abbey Road
Bourne

Tel: 422163



ABBAY ARK
CHILD CARE

7th June 2021

Dear Parents/Carers,

I hope you all had a restful half term! We are very much looking forward to the Summer Term, and as always, this last term is busy and bursting with lots of fantastic learning opportunities.

Ahead of our busy term I just wanted to send out a few general reminders;

- **Warmer Weather**

With the weather now getting warmer, please can I remind you to send your child with a named sunhat, a named bottle of sun cream and a named water bottle. We do spend a lot of time outside so please can you ensure that your child arrives at Abbey Ark with sun cream applied before their session starts. The sun is quite often stronger than we think and children are prone to being more sensitive to the sun so we need to make sure that they are well protected. If your child is here all day we will be happy to top up their sun cream during the day so please do send in a named bottle of sun cream. As we know, our weather is ever changeable so if it looks like it may be a chilly or rainy day, please do bring a coat that is suitable for all weathers too. We appreciate that early in the morning we can never be certain if the sun will come out later on, so if your child has sun cream and a hat with them we can put it on later in the day if needed.

- **Lost Property**

Please can I also remind you to name your children's clothing. We have a large number of children, and many of them have the same items of clothing, shoes and hats, so please could you name everything to avoid any confusion. We do have quite a bit of lost property that has been around for some time. A lost property table will be located near the Jolly Giraffe door, please do have a look and take anything that may belong to your child.

- **Injuries on arrival**

The safety and well-being of the children in our care is always our priority here at Abbey Ark. Therefore, communication with parent(s)/carer(s) regarding any issues of children's safety and well-being is highly important to us. With that in mind please can I urge you that if your child has any pre-existing injuries that occurred at home that you report it to a member of staff when your child arrives. We appreciate that accidents do happen however it is vital that we are made aware of any injuries that your child has so that we can keep an eye on it, and know that it did not occur here with us. It can sometimes be a bit tricky for your little ones to communicate with us what has happened, so if we know prior to their session we can eliminate any confusion.

- **September 2021 Sessions**

It is also that time, where we begin to plan ahead and think about next September. Lots of our wonderful children will be moving on to start primary school and begin their new adventures in Reception. However, many of you will still be staying with us at Abbey Ark, so please could you let us know which sessions you would like your child to attend from September 2021.

I have attached a copy of our sessions form; please could you complete the form and return it to us by **Wednesday 23rd June 2021**. Sessions do fill up fast, so they will be allocated on a first come, first served basis.

If you need to add or change any sessions, that is absolutely fine please just let us know. I also appreciate that circumstances may change from now to September, so I will always try my best to accommodate any changes you may need.

If your child will be eligible for 30 hours funding, please also complete the attached 30 hours consent form so that we are able to validate your entitlement code.

Please return the form by e-mailing it to us at abbey.ark@abbeyacademies.co.uk.

If we do not hear from you by Wednesday 23rd June, we will assume that your child's sessions will remain the same.

If you have any other questions or queries please do not hesitate to contact us on the above email address or give us a call on 01778 422163.

Kind regards,
Miss Hollie Dalgleish
Abbey Ark Manager

**ABBEY ARK CHILDCARE
REGISTRATION DETAILS AND CONDITIONS**

To register a place for your child at Abbey Ark Childcare, please complete the form below indicating which sessions you require.

A refundable deposit of £50 to secure a place will be payable on registration. This deposit will be refunded when your child leaves the setting. If you choose not to take up any offered place by the agreed start date, then your deposit will not be refunded. If we cannot offer a place to your child the £50 deposit will be refunded. There will be no deposit to pay for Early Years Entitlement funded hours. However, if you choose to purchase additional hours on top of your entitlement a refundable deposit of £50 will be payable.

Please select: 2 year old funded (subject to eligibility)– 15 hours 3 year old funded (universal)– 15 hours 3 year old extended entitlement (subject to eligibility)– 30 hours 51 weeks year / Term time only					Name:			
					Date of Birth:			
					Proposed start date:			
SESSIONS REQUIRED	Early morning 7:30 – 8:00 am	Morning 8.00 – 1.00pm	Morning 9.00am- 12.00 pm	Lunch Packed or Cooked*	Afternoon 12.00- 3.00 pm	Afternoon 1.00 – 6.00 pm	Afternoon 3.00- 6:00pm	All Day 8:00am – 6.00 pm
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
FEES								
	£2.30	£23.00	£13.80	*	£13.80	£23.00	£13.80	£46.00

- Additional whole sessions can be booked to ‘top up’ funding entitlement.
- It is possible to ‘stretch’ funded hours over 51 weeks of the year. Please ask for more details.

**Meals are charged at £2.10 bookable via Ideal School Meals, the school’s catering provider, available during term time only. Information on how to order meals is included.*

Parent/Carer Details:

Name: Tel No:

Address: Email:

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Office use only:	DoB verified		Deposit paid
	Input onto system		2 year EYE pin/30 hours EYE pin

Fees and Payment

- Fees are payable monthly in advance either by Pay+, registered childcare vouchers or tax free childcare
 - A 10% interest fee will be charged for any invoices paid after the due date
 - If an invoice remains unpaid 7 days after the due date your child will lose their place
 - Fees are reviewed annually in April and you will be notified of changes in advance
 - Fees are still payable for booked sessions even if your child is unable to attend nursery (e.g. holiday, illness)
 - Fees are due for 51 weeks of the year, unless you are utilising your Early Years Education Entitlement during term time only
 - Fees will not be payable for bank holidays when the nursery will be closed
 - One month's notice must be given to withdraw your child from the setting; full fees will be due for whole of that month
 - A £1.00 'breakfast and/or tea charge' per morning and/or afternoon session is payable by those parents using 15 or 30 hour funding for their 3 and 4 year old over these meal times. (This does not apply to fee paying sessions or 2 year old funded children)
1. Parents/carers wishing to access an extended entitlement place (30 hours) - before confirming the place, we must verify your eligibility code with Lincolnshire County Council. Please complete and sign the attached form to confirm that you agree to the checks being made. **Please note** we will not be able to offer the extended sessions without a current eligibility code.
 2. Please could you ensure that your child does not arrive early for their session. Numbers of children and staff ratios are strictly controlled, so it is not possible to admit your child earlier than expected. For the same reason, please ensure that your child is collected punctually. **A late collection fee of £10 will apply at the end of your child's session for every 15 minute period.**
 3. If your child is absent from nursery please notify a member of staff letting them know the reason for absence.
 4. Cooked lunch can be booked and paid for via the Ideal School Meals website, the school's catering provider, available during term time only. Information on how to order meals is included. Parents/carers can choose to provide a packed lunch.
 5. Children attending the full morning session from 7.30am to 1.00pm will be provided with breakfast and mid-morning snack. Children attending the full afternoon session from 1.00 to 6.00pm will be given high tea late in the afternoon. All drinks will be provided.
 6. Parents/carers of children who are not potty trained will provide all nappies and wipes which will be kept in the changing room, solely for use by your child.
 7. Parents/carers must provide a change of named clothing.
 8. Parents/carers must provide a named outdoor coat and hat, gloves and wellies or outdoor shoes for all children as the EYFS encourages outdoor play. Parents/carers will provide named sunhats and named sun cream for children during periods of warm weather. Indoor shoes or slippers must also be provided.
 9. In an emergency, if you will be late in collecting, please make contact with a member of staff, as soon as possible.
 10. If your child becomes unwell during a session, a member of staff will contact you using the emergency contact numbers on the admission form. Parents/carers are kindly reminded to keep nursery staff updated with current contact details. Children should not be brought to nursery if they have any contagious diseases or for 48 hours following sickness or diarrhoea.
 11. This application is for the nursery only and **does not** guarantee a place in Reception at Bourne Abbey C of E Primary Academy.

I agree to the terms and conditions outlined above.

Signed: (Parent/Carer)

Date:

Name: (please print):

30 Hours Extended Entitlement – Consent Form

Thank you for your enquiry about accessing your extended entitlement place at Bourne Abbey C of E Primary Academy

Before confirming the place, we must verify the eligibility code with Lincolnshire County Council.

Please complete and sign this form to confirm that you agree to the checks being made:

Child's Legal Name:	Known as (if different from legal name):
Child's Date of Birth:	Parent/Carer 2 Name:
Parent/Carer 1 Name:	Parent/Carer 2 Contact No: Email address:
Parent/Carer 1 National Insurance No:	Parent/Carer 2 National Insurance No:
Parent/Carer 1 Contact No: Email Address:	30 hours eligibility code (DERN). <i>(This is normally an 11 digit code beginning with 500):</i>

I confirm the information above is correct. I consent to Bourne Abbey C of E Primary Academy using the information supplied above for the purposes of verifying my eligibility for the extended entitlement. I understand that the information will be held securely. When no longer required, it will be disposed of in a manner appropriate to its sensitivity. I also understand that if I am no longer eligible for the extended entitlement, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.

Signature:

Date:

Name: (please print):