

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

Dear Parents/Carers,

I hope you are all keeping safe and well with your families.

It is that time of the year again where we are planning ahead and looking forward to welcoming the children back to Abbey Ark in September.

As I am sure you are aware, some of your children will be moving across to our wonderful Jolly Giraffe room in September and some of your children will remain in our fantastic Happy Hippo room for another year. Please can you let us know which sessions you would like your child to attend from September. I have enclosed a copy of our sessions form; please could you complete the form and return it to us by **Monday 22nd June 2020**. If you need to add or change any sessions that is absolutely fine please just let us know.

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

If we do not hear from you, 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 e-mail address or give us a call on 01778 422163.

Kind regards,

Miss Hollie Dagleish
Abbey Ark Manager

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	Morning	Morning	Lunch	Afternoon	Afternoon	Afternoon	All Day
	7:30 – 8:00 am	8.00 – 1.00pm	9.00am-12.00 pm	Packed or Cooked*	12.00- 3.00 pm	1.00 – 6.00 pm	3.00- 6:00pm	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:

.....

.....

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):