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**West Byfleet Nursery** was established in 2010 and is located on the West Byfleet Infant School site. We are an independent sessional pre-school and provide high quality care and education, for children from 2 years 9 months old to school age, in a secure and stimulating environment. We promote positive partnerships with all parents and carers to support individual learning.

We are registered with Ofsted to care for up to 76 children per session aged 2 years 9 months old to rising 5. Our Staffing ratios is 1:4 for 2 years 9 months (limited availability for these sessions) and 1:8 for children aged 3 years and over, in accordance with the Early Years Foundation Stage 2024 (EYFS) Welfare and Safeguarding requirements.

We are a term time only setting and open for 38 weeks per year.

## Our Offer

Early Years Universal funding offers all 3- and 4-year-olds up to 15 hours of funded provision a week, for 38 weeks a year, from the term after their third birthday. Working families may be eligible for 30 funded hours, see below for details of how these may be accessed.

Working families of 2-year-olds may be eligible for up to 15 hours of funded provision a week. See below for how these may be accessed.

Our core hours are, Monday to Friday 9.00 to 12.00 and 12.30 to 3.30, these can be taken in the following ways:

### Universal entitlement

In the term following their 3rd birthday your child will be eligible for 15 hours universal entitlement; this is offered as 5 three-hour sessions per week and can be taken as either 5 mornings, 5 afternoons, two and a half days, or any combination of sessions you may require. All sessions are subject to availability.

Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non funded session.

There will be no charge for their first 5 three-hour sessions with us unless you have previously claimed funding from another provider, in this case any non-funded hours will be charged at our current hourly rate. The funded hours to which you are entitled will be determined by Surrey County Council's Early Education Team.

You may choose to split your hours with another childcare provider however if you are sharing the funding with another setting it could affect the ability to claim your full entitlement. In this case any non-funded hours will be charged at our current hourly rate.

Please refer to our website for full information from SCC on claiming funded hours and the provider agreement.

### Working Families 30-hour entitlement and Two-year-old 15 hours entitlement

Some working families may be eligible for 30 hours or 15 hours (for 2-year-olds) of funded childcare. Eligibility for this is determined by HMRC; please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for full information. We offer families with a valid eligibility code up to 30 or 15 funded hours across our core hours (9.00 - 12.00 and 12.30 - 3.30). Where a child stays on site for the lunch club (12.00 - 12.30) a fee is payable to cover the staffing of this non-funded period.

If you are claiming the 30- or 15-hours entitlement and lose your eligibility your funding will continue until the end of the current grace period as determined by the DfE. Thereafter West Byfleet Nursery will endeavour to honour your child's entitlement to the 15 universal hours (3-year-olds only) however the sessions offered will be determined by the nursery based on current availability.

If your funding is split between settings, the split of universal hours must be agreed between yourself, and both settings involved. If we are unable to contact you during the grace period to finalise these details your child's place with us will be withdrawn completely once this period ends.

Full information on eligibility for all the government's childcare schemes is available at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Paid Sessions

These sessions can be taken in conjunction with the funded entitlements or in the term in which the child's 3rd birthday falls, before their entitlement starts, or are not eligible for working families funding. All paid sessions are invoiced at the beginning of each half term, payment is due within 30 days. Current session rates are stated below; these are reviewed annually, and changes are effective from September. All sessions are subject to availability.

## Extended nursery hours

These are optional paid hours which can be taken should you wish to extend your nursery day.

### Our early morning sessions:

There are two options each morning:

- Breakfast Club

This session runs from 8 am until 9am and includes breakfast (choice of cereals and fruit). This session must be pre-booked, either by term, for regular attendance, or by midday of the day preceding the session required for an ad hoc booking.

- Bright and Breezy

For those wishing to start at 8.30, this session can be pre-booked or just turn up on the day.

### At the end of the day

We also offer the option to pick up your child at either 4pm or 6pm rather than 3.30pm. As before these additional sessions must be pre-booked. This can be done by term or on an ad hoc basis. Bookings must be made before midday on the day to ensure we have staff available to care for your child.

Please note: 6pm Club will not run on the last day of each term (Xmas, Easter, and Summer)

All extended nursery hours bookings will be invoiced as follows:

Regular bookings will be included in the current half terms invoice,

Ad hoc bookings will be included in the following half term's invoice.

*Please note: any parent who picks up after 12:00 or 3.30, without having pre-booked the session, will be subject to our normal late collection fine of £15 per 15 minutes or part thereof.*

## Session times and charges from 1st September 2023 are as follows:

	Early Morning		Morning Session 9.00 - 12.00	Lunch Club* 12.00 - 12.30	Afternoon Session 12.30 -3.30	End of the day	
	Breakfast Club* 8.00-9.00	Bright and Breezy* 8.30 - 9.00				4 O'clock pick up* 3.30 - 4.00	6 O'clock pick up* 3.30 - 6.00
<b>Session Charges</b>	<b>£9.00</b>	<b>£5.25</b>	<b>£26.00</b>	<b>£8.50</b>	<b>£26.00</b>	<b>£5.25</b>	<b>£14.50</b>

*\* Please note - Only our core hours can be funded sessions. Food is **not** included, please provide packed lunch and snacks as appropriate.*

## Our registration process:

The Nursery accepts admissions at the beginning of each of the Autumn, Spring and Summer terms. All places are subject to availability.

On receipt of a completed registration form your child will be placed on the waiting list for the start date requested. Receipt of your form will be confirmed by email.

A one-off administration fee of £30 will be payable on your first invoice. This is only applicable to those families accessing additional paid sessions.

Early in the term before your requested admission date places will be allocated and offers sent out by email. To confirm acceptance please respond by the offer closing date.

If we are unable to offer a place you will be notified in writing as soon as possible.

On acceptance, you and your child will be invited to an induction session where you will have the opportunity to meet the staff and spend some time with your child in their new classroom.

**Our prospectus giving full details of the setting is available on our website**

[www.westbyfleetnursery.co.uk](http://www.westbyfleetnursery.co.uk)