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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 4 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 4 months old to rising 5. Our Staffing ratios is 1:5 for 2 years 4 months and 1:8 for children aged 3 years and over, in accordance with the Early Years Foundation Stage 2025 (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 of 2-, 3- and 4-year-olds may be eligible for 30 funded hours, see below for details of how these may be accessed.

Our core hours are, Monday to Friday 9am to 12pm and 12pm to 3pm, 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. 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

Some working families may be eligible for 30 hours of funded childcare. Eligibility for this is determined by HMRC; please visit the Best Start in Life website for full information. We offer families with a valid eligibility code up to 30 funded hours across our core hours (9am – 12pm and 12pm – 3pm).

If you are claiming the 30-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 <https://www.beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support>

Paid Sessions

These sessions can be taken in conjunction with the funded entitlement or in the term, before their entitlement starts, or are not eligible for funding entitlement. Due to staffing ratios, there is a different charge for 2-year-olds and 3-year-olds. Fees for 3-year-olds start from the term following the child's third birthday, before then children will be charged at the two-year-old rate. All paid sessions are invoiced at the beginning of each half term, payment is due within 30 days. If invoices are not paid within 30 days, without a prior payment agreement with the nursery being discussed, an additional charge of £25.00 will be added to your invoice. Current rates are stated below; these are reviewed annually, and changes are effective from September. All sessions are subject to availability.

Consumables Charge

Please note that government funding is not intended to cover the full cost of childcare. For those accessing funded sessions, there is an additional consumables charge contribution*. The consumables contribution is £5 per full day (9am – 3pm) and £2.50 per half day (9am – 12pm or 12pm – 3pm) per child. The consumables contribution will be applied at the beginning of each half term and included on your half termly invoice.

The consumables charge contribution includes, but is not limited to:

Personal care – nappies, wipes, nappy cream, toiletries, handwash, tissues, paper towels, clinical waste, suncream, first aid supplies

Food – morning and afternoon session snack of fruit, vegetables, crackers, breadsticks

IT – access to the online child development journal, Tapestry

Extra-curricular activities – visits from a therapy pony, duck hatching, caterpillar/butterfly kits, food tasting, biscuit decorating, end of term games and gifts

You are entitled to opt out of the additional consumables charge contribution, if you would like to do so, we will provide a list of items your child will need to bring with them to nursery every day. Please make sure you let a member of the office know if you would like to opt out before the end of the current half term, and changes will be in effect from the next half term.

**Families claiming Early Learning for 2-Year-Olds Funding (previously known as FEET) or Early Years Pupil Premium (EYPP) will not be asked to pay a consumables charge contribution.*

Extended Nursery Hours

Breakfast Club:

This session runs from 8am 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.

Penguins Club:

Penguins Club runs from 3pm – 6pm and includes a variety of hot and cold snacks for your child. Snacks tend to include items such as toast, crumpets, beans, soup, alongside a variety of fresh fruits and vegetables. 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: Due to staffing ratios, we have limited availability for two-year-olds to attend Penguins Club. Please contact the nursery office to enquire about availability.*
- *Please note: Penguins will not run on the last day of each term (Autumn, Spring, and Summer)*
- *Please note: To avoid being charged, we require 48 hours cancellation notice for Breakfast Club and Penguins Club.*

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.

Late Collection Fees

Please note: any parent who picks up after 12pm, 3pm or 6pm will be subject to our normal late collection fine of £15 per 15 minutes you are late or part thereof. Please call the nursery asap to let us know if you think you are going to be late.

Session times and charges from 1st September 2026 are as follows:

Additional daily costs for unfunded hours: <i>If your core session is unfunded, core session fees will also apply.</i>		
<i>Sessions and Clubs</i>	<i>Charges for 2-year-olds (Sept 2026)</i>	<i>Charges for 3-year-olds* (Sept 2026)</i>
Breakfast Club 8am – 9am	£14.00	£12.00
Core Morning Session 9am – 12pm	£30.50 (unfunded core)	£28.50 (unfunded core)
Core Afternoon Session 12pm – 3pm	£30.50 (unfunded core)	£28.50 (unfunded core)
Full Day 9am – 3pm	£61.00 (unfunded core)	£57.00 (unfunded core)
Penguins Club 3pm – 6pm	£27.50	£25.50
Full Day Including Breakfast Club and Penguins Club 8am – 6pm	£41.50 for wraparound care + £61.00 (if unfunded core) = £100.00	£35.00 for wraparound care + £57.00 (if unfunded core) = £92.00
<i>*3-year-old charge starts from the term following the child's third birthday.</i>		

Please note - Only our core hours (9am – 12pm and 12pm -3pm) can be funded sessions. Please provide packed lunch for those attending afternoon sessions. Lunch will start from 12pm for those attending a full day. Children leaving at 12pm will not require a packed lunch.

Our registration process

- The nursery accepts admissions for children aged from 2 years and 4 months to children at school age throughout the academic year from September – July. All places are subject to availability and following a home visit.
- On receipt of a completed registration form, your child will be placed on the waiting list for the start date requested. Receipt of your registration form will be confirmed by email.
- You will be contacted via email before your requested start date with details regarding availability and a home visit.
- Following a home visit, you will be contacted via email to confirm whether a space can be offered. If you are offered a space, please either accept or decline the space by the offer closing date. If we are unable to offer a place you will be notified 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 brochure giving full details of the setting is available on our website

www.westbyfleetnursery.co.uk

Sept 2026