



Coopers Lane Nursery

Information Pack



Pragnell Road, Grove Park, SE12 0LF

020 8857 7680

Provision available from 8:30am – 3:30pm



CONTENTS

1. Introduction
2. Our Aims
3. Terms and Conditions
4. Parent Contract
5. Sessions Booking Request
6. Registration form
7. Additional Parental Consents
8. 30 hours funded childcare
9. Fees

To be given at induction/viewed on our website

10. Child Protection Policy
11. Complaints Procedure
12. Acceptable use of ICT
13. Privacy notice
14. School Values



INTRODUCTION

Coopers Lane Nursery is part of Coopers Lane Primary School and offers provision for children from 3 until they enter full-time schooling. Provision is from 8:30am until 3:30pm within term time only.

The nursery is staffed and managed by the school and shares its ethos “all different, all equal, all smiling”. Every child and family is valued and cared for, with staff supporting the development and progress of every child to ensure they achieve their full potential. This phase of the school is managed by the schools EYFS leader. It remains the responsibility of the Head Teacher and Governing Body of the school.



OUR AIMS

At Coopers Lane, we pride ourselves on the warm, welcoming and inclusive environment that we have created. Our goal is to provide the very best learning opportunities for all children and to ensure they leave Coopers Lane as confident, happy individuals.

We encourage our children to learn through play and discovery, appropriate to their age and stage of development.

We encourage children to work together as a team and build strong relationships with each other and their carers.

We give praise for 'having a go' as well as succeeding.

We promote good behaviour, self-control and respect for others.

VALUES

Our school values are Love, Honesty, Respect, Perseverance, Kindness, Responsibility and Happiness.

We respectfully ask that all pupils, staff and parents adhere to our school values at all times.



TERMS AND CONDITIONS

We recognise that parents want to be sure they choose the Nursery that is right for their child, so we strongly recommend preliminary visits to our Nursery. Please ring 020 8857 7680 to make an appointment.

Reserving a place - If after a visit, you would like to be placed on our waiting list, please complete the registration form and pay the £25 non-refundable registration fee. We will then contact you if we can offer a place for your child. *(this is not applicable to parents who want the free offer)*

Monthly Fees - Fees are paid for additional sessions in advance by the 1st of each month. Full fees are payable including absences for sickness. Swapping of days is only possible with prior notice and subject to availability. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

See separate sheet for FEE RATES

Withdrawal – Parents agree that a minimum of one full month (in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one month's fee in lieu. It is the parent's responsibility to ensure the administrator has received this notice. Children are presumed to be leaving nursery at the end of the term preceding entry into full-time education.

Illness – It is in the best interests of sick children to be kept at home. Please advise the school prior to 8:30am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, or any other type of illness that may be passed onto others, with the exception of the common cold) will be kept at home to protect the well-being of other children and staff. The parents further agree that should a child become ill whilst in our care, the parent would be contacted promptly and be expected to collect the child.

Late arrival/pick up – Please advise the School immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 3:30pm. If you are not able to pick up your child by 3:30pm alternative arrangements must be made and the Nursery informed.

Please notify the School if an unauthorised person will be picking up your child. Verbal or written permission must be received from you before we will release a child to anyone who is not authorised on the registration form. A password will be used.

In the event that a parent cannot be contacted, it is our policy to call an emergency contact should a child remain in our care after 3:30pm. Please be aware that any child left on the premises after the school day is the parent's responsibility. If provision for the pupil's safe return home has not been made then action may be taken by Social Services. Parents should contact the school at the earliest opportunity if they are delayed for any reason.

Registration/Deposit – A registration fee of £25 (per child) is required upon completion of registration form to secure your child's place on the waiting list for additional hours. A further deposit of £25 will be charged once a place has been confirmed. This will be taken off your first month's bill. Spaces will not be held unless the deposit fee is paid in full.

Food – We offer a healthy, balanced diet to the children daily. Lunch-time meals are prepared by our on-site school kitchen. Fresh fruit and water is available to children at all times.



PARENT CONTRACT

Registration is not complete and care will not commence until all the paper work is completed. Prior to the start date of care the following must be received by us for each child:

- Parent Contract
- Sessions request form
- Registration form
- Photo/video consent form
- Educational visits permission form
- Registration fee of £25



30 HOURS FREE CHILDCARE

Coopers Lane also offer 30 hours funded childcare places.

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take).

If you're eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts.

If you've already registered, you can [sign in to your childcare account](#).

Eligibility

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a [taxable income](#) over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.



If you can't work

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

Apply for 30 hours free childcare

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

You'll get a childcare account if your application is successful. You can use it to get your code for 30 hours free childcare.

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service.

If/when your child is offered a nursery place we will advise you to make your application via the www.gov.uk website and complete a Parent declaration for the free entitlements. We will only be able to confirm your place once you have obtained your 30 hours eligibility code. If you are not eligible, you may still be able to purchase a full time place for your child or apply for a 15 hours place.



FEES

30 HOURS FUNDED CHILDCARE

8:30 – 9 and 3 – 3:30 £5 per day

School Dinners £2.35 per day

PURCHASED FULL TIME CHILDCARE

8:30 – 11:30 £15 per session

11:30 – 12:30 £5 or £7.35 to incl. school dinner

12:30 – 3:30 £15 per session