



Oscar Bears' Day Care

Admissions Booklet

Admissions policy

We request that parents visit the nursery prior to registering their child with us.

The registration processes.

When you have expressed an interest in registering your child at Oscar Bears the nursery manager will forward you the registration forms. Only once you have returned these forms and received a confirmation of your Child's place will your Child be registered at Oscar Bears Day Care. Oscar Bears must also be in receipt of the £100.00 non- refundable registration fee.

You will not be permitted to leave your child at the setting unless we are in receipt of Registration forms and any relevant permissions.

Fees

Once registered, fees are payable for 51 weeks of the year.

Fees are incurred for the 51 weeks that Oscar Bears is open.

Full day 8am-6pm -includes all provisions and food required by your child in line with our policies throughout the day.	£67.50
Morning session 8am-1pm - includes all provisions and food required by your child in line with our policies throughout the day.	£36.30
Afternoon session 1pm- 6pm - includes all provisions and food required by your child in line with our policies throughout the day.	£36.30
Early drop off. Dropping off anytime between 7.30am- 8am. Must be pre booked	£4.52
Late collection. Collecting anytime between 6pm- 6.30pm. Must be pre booked	£8.00
Late collection. Collecting anytime between 6.30pm-7pm.Must be pre booked.	£8.00
Any late collections or early drop offs that are not pre booked (during nursery operating hours, 8am – 6pm)	£6.00 for 1-15 mins £6.00 for 16-30 mins Please refer to non-collection of child policy
Any late collection that are not pre booked (after 6pm)	£17.00 for 1 – 15 minutes. £32.00 for 16 – 30 minutes. Please refer to non-collection of child policy.
Fresh hot lunch (where applicable)	£3.60
High tea (Where applicable)	£3.00



Snack (where applicable)	£0.70
Breakfast (where applicable)	£1.60
Attending hours that fall out of the usual sessions will be charged at the following rate: £10.00	

Bank holidays

We are closed on all nationally recognized bank holidays; fees will be incurred on these days. Typically, the nationally recognized bank holidays are as follow:

- New Year’s Day
- Good Friday
- Easter Monday
- Early May
- Spring Bank Holiday
- Summer Bank Holiday

Occasionally there may be an additional nationally recognized bank holiday to commemorate a special event. In this case management will inform the parents at the start of the year as to the dates. Management will offer sessions in lieu of their discretion. Please ensure you make it clear when booking a lieu session as sessions will not be credited later. Please refer to lieu session Policy.

Christmas

Oscar Bears runs a Christmas party each December for the children and parents at the local Leisure Centre. This will typically run from 2pm-4pm. The nursery will be closed on this afternoon from 1.30pm for children to be collected and fees will be charged. If the Christmas party falls on your nursery day you are entitled to request a lieu session.

Typically, Oscar Bears will close at 1pm on Christmas Eve and re-open on the 2nd of January. During this time parents will not incur a charge for five nursery days. Parents will be informed of these dates within the autumn newsletter as dependent on how Christmas falls these may be subject to change.

Extracurricular activities that are offered by Oscar Bears.

Oscar bears periodically offers extra experiences to the children while attending Oscar Bears Day Care. These include zoo lab, yoga sessions, parties etc.... Oscar Bears operates an inclusive ethos and will never charge for these experiences. The exception to the rule is if transport must be hired for example for a trip to take place, parents would then be requested to make a minimum donation to the cost. Any trips that may take place will always be optional.

Discounts and schemes to make childcare more affordable.

5% discount if your child attends 5 days 8am-6pm	Not eligible to combine with any other scheme. The 5 days must be regular sessions and the discount will not be applied to extra sessions. Must be requested in writing.
5% sibling discount	Not eligible to combine with any other scheme. Discount will be applied to eldest child’s fees. Discount will only be applied once any siblings have started paying fees and not upon their registration. Must be requested in writing.



5% sibling discount on third child within the setting	Not eligible to combine with any other scheme. Discount will be applied to second eldest Childs fees. Discount will only be applied once any siblings have started paying fees and not upon their registration. Must be requested in writing.
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Term time only sessions:

Oscar bears offers a limited amount of term time only sessions. Term time only sessions defined as 38 weeks of the year, typically following the same pattern as West Sussex County Council Schools. Term time only sessions will be offered on a first come first served basis and at the management's discretion. Please note that when allocating sessions priority will be given to those families wishing to attend nursery 51 weeks of the year.

The following fee structure applies to term time only sessions:

Full day 8am-6pm 38 weeks	£72.50
Morning session 8am-1pm	£36.30
Afternoon session 1pm- 6pm	£36.30
Early drop off. Dropping off anytime between 7.30am- 8am. Must be pre booked	£4.52
Late collection. Collecting anytime between 6pm- 6.30pm. Must be pre booked	£8.00
Late collection. Collecting anytime between 6.30pm-7pm.Must be pre booked.	£8.00
Any late collections or early drop offs that are not pre booked (during nursery operating hours)	6.00for 1-15 mins £6.00for 16-30 mins Please refer to non-collection of child policy
Any late collection that are not pre booked (after 6pm)	£17.00 for 1 – 15 minutes. £32.00 for 16 – 30 minutes. Please refer to non-collection of child policy.
Fresh hot lunch	£3.60
High tea	£3.00
Snack	£0.70
Breakfast	£1.60
Extra hours after 1pm (a morning session) may be booked at management discretion. These will be charged at £12.00p per hour. In addition, any food required during additional hours will also incur a charge.	

Flexible working hours

Oscar bears recognizes that some families may be required to work flexible working hours. During the registration process families can request a flexible nursery attendance pattern. Each request will be considered on an individual basis. Families are requested to provide the nursery with at least 6 months rotas, and more if the nursery envisages a point in the future where flexible nursery patterns may have to be withdrawn. If Oscar Bears has to withdraw a family's offer of a flexible working pattern at least three months' written notice will be given. Oscar Bears will endeavor to work with the family to come up with a



new mutually agreeable plan so as to cause as little disruption to the child as possible. Please note that if a flexible working pattern is requested term time only fee structure will be applied. The flexible working hour's scheme may not be combined with any other discount.

Late pickups and early drops offs

We politely request that all late pickups and early drop off are pre-booked with the nursery manager. On any occasion where sessions are not booked the fees for late pick-ups and early drop offs when not pre booked will come into effect. Please see above table. On these occasions staff respectfully ask that parents sign our additional hour's book. This document is so that parents and the nursery manager are aware of additional hours utilised which will be charged for accordingly.

Early years free entitlement (EYFE)

Early years funding is a grant that has been provided by Central Government and administered by West Sussex County Council. Eligible two-year old's and all three and four-year old's are entitled to the equivalent of 15 hours of free childcare a week over 38 weeks (i.e. term time only). As Oscar Bears is open 51 weeks of the year the funding is spread out over this period resulting in children under our care being entitled to receive the equivalent of 11hrs per week free childcare over a period of 51 weeks.

Families are entitled to an additional equivalent 15 hours of free childcare per week over 38 weeks which is subject to eligibility. As above due to Oscar Bears being open 51 weeks of the year each child is entitled to the equivalent of 11 hours per week free childcare over a period of 51 weeks.

Total free childcare hours, including the universal 15 hours and the additional 15 hours total 30 hours.

To apply for the additional 15 hours equivalent parents must visit <https://www.childcarechoices.gov.uk/> and apply. Eligible families will be provided with an eligibility code, this must be given to Oscar Bears prior to the headcount date. Parents will be provided with this date each term. If the eligibility code is provided after this date we will only be able to provide families with the universal 15 hours and not the additional 15 hours. Parents must recheck their availability every three months.

Oscar Bears will provide parents with the current pre-school session rates prior to a Childs uptake of any EYFE.

Oscar Bears Day Care is only able to claim Early Years Free Entitlement on a term by term basis. All Children must have registered and started at the nursery and be eligible for free entitlement the "Head Count Date" as stipulated by West Sussex County Council. This is usually towards the start of each term. Please ask the nursery manager to confirm this date.

Oscar Bears provides the following pattern of delivery for Early Years Free Entitlement:

Monday	Tuesday	Wednesday	Thursday	Friday
8 am -11am And 1pm -4pm	8am -11am And 1pm-4pm	8am-11am And 1pm-4-pm	8am-11am And 1pm-4pm	8am -11am And 1pm-4pm

Fee Structure Including Early Years Free Entitlement

Parents and carers are reminded that Oscar Bears provides a maximum of 22 hours Early Years Free Entitlement per week for a maximum of 3 hours per session. Any hours booked or used outside Oscar Bears pattern of delivery for Early Years Free Entitlement will be charged as Oscar Bears Fee structure for EYFE.

You are able to use any combination of days stated in Oscar Bears pattern of delivery for EYFE dependent on availability up to and including 22 hours.



11 hours will be your maximum claim over 51 weeks if you are either ineligible or have not applied and provided Oscar Bears with an eligibility code.

Example of funding patterns

Funding pattern full days for 51 weeks

	Hours of funding	Pre-school session price including meal cost
Day One	6	£37.68
Day Two	6	£37.68
Day Three	6	£37.68
Day Four	4	£47.62
Day Five	0	£67.50

. Funding pattern half days 51 weeks

	Hour of funding	Pre-School session price including meal cost
Day One	3	£21.39
Day Two	3	£21.39
Day Three	3	£21.39
Day Four	3	£21.39
Day Five	3	£21.39

You may use just the funded hours without taking up any of the additional hours offered by Oscar Bears and will not incur any charge. However, funded only hours will be only offered after sessions have been allocated to those families who require full sessions. Please note that funded only hours will be allocated on a term by term basis.

Some parents may require to use their EYFE over 38 weeks. This will result in the child being entitled to 15 hours of funded hours per week plus 15 hours of additional funding if eligible. For the remainder 13 weeks of the year full fees will be payable unless you have been offered in writing a term time only space.

Oscar Bears is required to share information with the county council detailing children's age, addresses dates of birth etc. in order to take up the early years funding. Oscar Bears will request that parents complete a declaration form each term which will be where details of the hours claimed and over how many weeks will be agreed by Oscar Bears and the Child's parents.

If Oscar Bears is unable to meet your full funding request, you are entitled to split your funding between two settings.

Written by Laura Mills

Review date: April 2024





Oscar Bears' Day Care

Terms and conditions

- Registration at Oscar Bears Day Care is only complete once a fully completed registration form, registration fee and signed terms and conditions have been received by the nursery manager.
- By signing the registration form families agree to abide by and follow nursery policies and procedures
- The nursery manager will confirm receipt of registration form and deposit by writing. The letter/email will confirm your official start date.
- Nursery fees are strictly monthly in advance. Oscar Bears Day Care must be in receipt of nursery fees by the 5th of the current month.
- Fees may be paid via cheque, cash, BACS, Childcare Vouchers or tax-free childcare.
- Additionally, we accept card payments, however a transaction fee applies. This reflects the current amount we are charged via our card payment processing company. Please check before making payment.
- If your child is eligible for the Early Years Funding/ Nursery Education Grant the free hours will automatically be deducted from your invoice once your child is eligible and all relevant paperwork has been received.
- Any fees not received by the 5th will be subject to a 10% late fee.
- Oscar Bears Day Care reserves the right to withdraw your child's space if fees remain unpaid by the end of the current month.
- If you wish to remove your child from the nursery one month's written notice must be given.
- Oscar Bears Day Care reserves the right to recover any unpaid nursery fees through debt collection agencies.
- You will be charged additional fees if your child is not picked up at your allocated collection time.
- Fees are still chargeable during holiday periods and if your child is away from nursery due to illness or isolation due to current government advice. For any planned absence please contact the nursery manager a month in advance of any holiday who will attempt to sell some or all of your Child's session to another family.
- It remains your responsibility to inform Oscar Bears Day Care in writing if your child has any additional dietary requirements, allergies or needs other than those stated on your initial registration form.
- It remains your responsibility to inform Oscar Bears Day Care in writing if any contact details, emergency contact details, or persons authorised to collect has changed.
- It remains your responsibility to inform Oscar Bears Day Care if you wish to withdraw any permission at any times (for example to have sun cream applied).
- We request that all items sent into nursery are named, easily washable and without monetary or sentimental value. Whilst we take every care with a child's personal belongings Oscar Bears Day Care cannot take responsibility for any items that becomes damaged during activities that your child may participate in (i.e. paint/glue) or items that are lost.
- Fees will be reviewed annually on the 1st April.
- We request that you inform us if you or a member of your family contracts a notifiable disease or infection. We are then able to inform other families promptly.
- We request that you do not bring your child into nursery whilst they are unwell or suffering an infection. We reserve the right to refuse entry to any such child.
- Oscar Bears Day Care will close for nationally recognised bank holidays. Fees will be charged but lieu sessions will be offered where available.
- Oscar Bears Day Care closes annually for one week at Christmas; fees will not be chargeable during this time. Oscar Bears Day Care will inform parents each October of the Christmas closure.



- Oscar Bears Day Care provides Extra-Curricular classes such as pro tot sports and yoga at our own cost, these activities may be changed or cancelled at management's discretion.
- It remains at Oscar Bears discretion to charge fees due to unforeseen closure, including, but not exclusively snow days, government closures, pandemics and damage to nursey property.



All Inclusive

What do we offer?

- A selection of breakfast cereals and Toast.
- Fresh hot lunch.
- High Tea.
- Nappies for as long as required.
- Sudocrem.
- Fragrance free baby wipes
- Snacks throughout the day – including Breadsticks, Rice cakes, Biscuits, with a selection of fresh seasonal fruit.
- Sterilised Tommee Tippee bottles and teats.
- Warm drinks on winter evenings i.e. Hot chocolate.
- Formula milk up to 1 years old (Selected Brands).
- Christmas and School leavers party
- French lessons with Little Lingos.
- Sport class for the rising 3- and 4-year olds.
- All activities and celebrations are provided by Oscar Bears including craft activities, Easter egg hunts, Mothers and Father's Day cards, Chinese New Year and Christmas presents.
- Visits such as Zoo Lab and Miss Potts Pottery Painting.
- Individual Flannels for personal hygiene when required.
- Age and Seasonally appropriate bedding for individual children – Washed regularly.
- Free Settle Sessions – As many as required until you and your child are settled.
- Nature walks over the local fields.
- Factor 50 sun cream applied throughout the day during summer.
- Tapestry, an online learning journal with your own personal log in details.
- Certificates of encouragement and stickers.
- Cooking activities i.e., Fruit kebabs, apple pies, and cupcakes.
- Visits from the local librarian and a selection of changing library books.
- Lieu sessions (please see policy)



What do I need to take to nursery with me?

One suitable sized bag (not too big, not too small):

- spare changes of clothes, I may get a little bit messy whilst at nursery.
- Any special comforters to help me settle in.
- Weather appropriate clothing (waterproof coat/wellies/sunhat).

