



Oscar Bears' Day Care

Admissions Booklet

Admissions policy

We request that parents visit the nursery prior to registering their child with us. Oscar Bears Day Care admits children aged 0-5 years.

Registering with Oscar Bears

When you have expressed an interest in registering your child at Oscar Bears the nursery manager will send you the registration forms.

Only once you have returned these forms and received a confirmation your child's place will be confirmed and your child will be registered

Oscar Bears must also be in receipt of the £100.00 non- refundable registration fee before a space can be confirmed.

If you are offered a EYFE ONLY space the registration fee will be refundable once the child starts at Oscar Bears.

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.

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| Full day 8am-6pm -includes all food, enhanced provision and hygiene charges | £84.50 |
| Morning session 8am-1pm - includes food, enhanced provision and hygiene charges | £55.50 |
| Afternoon session 1pm- 6pm - includes all food enhanced provision and hygiene charges. | £55.50 |
| Early drop off. Dropping off anytime between 7.30am- 8am. Must be pre booked | £6.00 |
| Late collection. Collecting anytime between 6pm-6.30pm. Must be pre booked. | £12.00 |
| Late collection. Collecting anytime between 6.00pm-7pm.Must be pre booked. | £24.00 |
| Any late collections or early drop offs that are not pre booked (during nursery operating hours, 7:30 am – 6pm) | £11.00 for 1-15 mins £11.00 for 16-30 mins Please refer to non-collection of child policy |
| Any late collection that are not pre booked (after 6pm) | £16.00 for 1 – 15 minutes. £32.00 for 16 – 30 minutes. Please refer to non-collection of child policy. |



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| At the nursery managers discretion you can book stand alone hours that fall out of the normal full days and half days. | £10.00 per hour |
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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 recognised 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 may offer sessions in lieu of bank holidays, subject to availability. 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. On this day the nursery will close at 1:30pm to allow children to attend the Christmas party. Normal fees will still apply. If this falls on your child's usual nursery day, you may request a lieu session.

Typically, Oscar Bears will close at 1pm on Christmas Eve and re-open on the 2nd of January. During the Christmas closure 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 additional experiences to the children while attending Oscar Bears Day Care. These include (but not exclusively) zoo lab, yoga sessions, parties etc. Oscar Bears operates an inclusive ethos and does not 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.



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| 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 for a third child attending 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. |

Term time only sessions:

Oscar bears offer a limited amount of term time only sessions. Term time only sessions are 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 for 51 weeks of the year.

Flexible working hours

Oscar bears recognises 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 endeavour 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. The flexible working hours scheme may not be combined with any other discount or allocated to EYFE sessions.

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 prebooked will come into effect. Please see above table.



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EYFE 2026

Early Years Funded Entitlement is a grant that has been provided by the Central Government and administered by West Sussex County Council.

Eligible working families may receive 15 hours funding from the term after their child turns 9 months old.

Eligible 3-year-olds may receive up to 30 hours funding (15 universal + 15 extended).

To be eligible families must be working 16 hours per week and income is less than £100,000.

We would encourage you to check your eligibility: www.childcarechoices.gov.uk

Eligible families will be provided with an eligibility code. Eligibility codes must be provided prior to the local authority headcount deadline. If not received in time, funding may not be applied until the following funding period, in line with West Sussex County Council guidance.

For all three-year-olds Oscar Bears will still be able to provide the universal funding (providing the Parent declaration form has been completed)

30 hours funding is term time only. Oscar Bears is open 51 weeks a year. When stretched across 51 weeks, 15 hours term-time funding is equivalent to approximately 11 hours per week year-round. 30 hours term-time funding is equivalent to approximately 22 hours per week year-round.

We have a limited number of terms time only spaces available. Please apply to nursery management if you would like your child to attend term time only. Please note if you are offered a fully funded term time--only space no care will be offered during the school holidays.

Oscar Bears Day Care accepts the Early Years funded entitlement within the following pattern of delivery:

1. 10 hour funded sessions between the hours of 8am and 6pm
2. 5 hour funded session between the hours of 8am-1pm
3. 6 hour funded session between the hours of 9am-3pm (3-5 years olds only)
4. 2 hour funded session between 8am-10am

If you are not using your full entitlement at Oscar Bears you are entitled to use any leftover funding hours at another setting.

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.

Any additional hours that you require over and above your chosen pattern of delivery will be charged at the normal nursery rate.



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Funded only sessions food and consumables.

The EYFE scheme covers the cost of Early Education and Care. The scheme does not extend to include food and many other consumable items that are integral to providing a rich and varied learning environment.

As a setting we have always prided ourselves on being fully inclusive, meaning as parents you can drop your child at nursery knowing that they have all their breakfast, lunch, snacks, tea, drink/cow milk/ formula, suncream, nappies and baby wipes provided. We believe that this makes attending nursery an easy process each morning for busy working families. We wish to carry on this ethos as we feel that it is integral to who we are as a nursery.

For Oscar Bears to be able to offer unrestricted fully funded days to all families we need to pass some of our food and consumable costs on to parents. We have worked hard to keep the food, enhanced provision charge and hygiene charge affordable.

Food – an onsite kitchen, employing a dedicated chef, providing breakfast, two course fresh and seasonal hot lunch and a two-course high tea. Fruit snacks, breadsticks and rice cakes are also provided as appropriate. Food is also used to bring celebrations to life and enhance learning (for example making our own sandwiches)

Enhanced provision charge – Tapestry subscription costs, French, Pro Tot Sports, animal and other visitors, butterfly hatching, annual Christmas party, school leavers party, facilitating school visits. As well as other activities and resources that enhance the EYFS (but NOT statutory to following the EYFS curriculum)

Hygiene charge – Nappies, Baby wipes, Suda creme, Suncream, Nappy disposal, Nappy sacks, bibs, bedding, face cloths, spare emergency clothing. Please note that hygiene items such as baby wipes and nappy sacks need to be provided for all children to facilitate cleaning up after accidents. Any bibs, facecloth, bedding used at nursery will be sent home to be washed.

From April 2026 the following charges will be applied to each funded session:

- £2.30per half day/ £4.60 per full day for food
- £1.15 per funded session enhanced provision charge
- £0.50p per funded session hygiene charge

The alternative to making this payment is to provide all the food and sundries required for a day at nursery.

Please contact a member of management who will provide you with a comprehensive list of items that will need to be bought to the setting daily.

If required items are not provided and the optional consumables package has not been purchased, the nursery may provide these items to ensure your child's wellbeing. In this case, charges will be applied to cover the cost of the items supplied.

- *Lunch/ Tea £3.00 per meal*
- *Snack £1.00 per snack*



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- *Hygiene items - £50p per item.*

Parent checklist/next steps:

- Check your Childs eligibility for funding at www.childcarechoices.gov.uk
- Generate an eligibility code prior to the start of the term you wish to claim funding from
- Complete the Parent Declaration form and return to Oscar Bears.
- Show a member of staff your Childs original Birth Certificate or Passport
- Reconfirm your child's eligibility every three months.

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 EYFE 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 of the month may incur a 10% late payment charge.
- 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 provided. Fees remain payable during the notice period.
- Children remain registered at Oscar Bears until 31st August before their official school start dates. Sessions are available beyond the 31st August at management discretion.
- Oscar Bears Day Care reserves the right to recover any unpaid nursery fees through debt collection agencies where necessary.
- 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 inform



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the nursery manager at least one month in advance. Where possible, we may attempt to offer the session to another family.

- Parents must inform Oscar Bears Day Care in writing of:

Any additional dietary requirements, allergies or medical needs

Changes to contact details or emergency contacts

Changes to authorised persons collecting the child

Withdrawal of any previously given permissions (for example, application of sun cream)

- 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.
- Parents must inform the nursery if their child or a household member is diagnosed with a notifiable disease or infection.
- 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 reserves the right to amend policies and procedures where necessary. Parents will be informed of any significant changes.
- In exceptional circumstances where the nursery cannot meet a child's needs or where behaviour places others at risk, the nursery reserves the right to review or withdraw a placement.

Admissions criteria

- Oscar Bears Day Care is open for admissions for children aged 0-5 years.
- Oscar Bears Day Care offers spaces on a first come first served basis.
- Oscar Bears Day Care will operate a wait list once all sessions have been allocated.

When a waiting list is in operation, priority may be given to:



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1. Families requiring **full-time sessions (five full days)**
2. Families requiring **multiple sessions per week**
3. **Siblings of children already attending Oscar Bears**
4. Families requiring **51-week placements**
5. Families requiring **full-day session**