

The Oxford Nursery



The Pre-School Seat of Learning

The Oxford Nursery
Oxford Science Park

Sanders Road
Oxford Science Park
Oxford
OX4 4GD
01865 396792
sciencepark@oxfordnursery.co.uk

The Oxford Nursery
Summertown

Marston Ferry Road
Summertown,
Oxford
OX2 7EE
01865 316602
summertown@oxfordnursery.co.uk

The Oxford Nursery
Eynsham

49 Witney Road
Eynsham
Oxford
OX29 4PL
01865 884468
eynsham@oxfordnursery.co.uk

The Oxford Nursery
Littlemore Park

2 Armstrong Road
Littlemore Park
Oxford
OX4 4XT
01865 777323
littlemorepark@oxfordnursery.co.uk



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Thank you for your recent enquiry about Day Care and Early Years Education with The Oxford Nursery. We have pleasure in supplying you with a little information about our nurseries but there is so much more going on than we can show you in paperwork. To find out more about all that we have to offer and to see the nursery in action please do call or email us to book a visit. We look forward to meeting you,

Kind Regards,

Dawn A. Farrell BEd. (Hons) EYPS (Early Years Professional Status)
Nursery Manager/Director



Mission Statement

At our Day Care Nursery we do not restrict ourselves to any single model of care or education. Instead, we believe in treating each child as an individual. We endeavour to help them to develop and learn in the best way that suits their needs.

We recognise that children learn in different ways and aim to provide a rich and wide variety of fun experiences, play equipment and activities. We strive for each child to reach their full potential at every stage of their development and make sure that staff keep up to date with the best educational philosophies and research through in-house training and external courses.

We aim to provide a safe, secure and homely environment, offering a friendly and comfortable atmosphere within which all individuals may develop confidence and positive self esteem.

We seek to operate our day care service efficiently always following the Statutory Framework for the Early Years Foundation Stage set by OFSTED (Office for Standards in Education). We take our obligation to setting the Standards for Learning, Development and Care for Children from birth to five seriously and we are registered to receive Government funding for our 3 and 4 year old children which accesses us to the Early Years Partnership advisory body (EYDCP).

We value and are proud of the care we offer. We endeavour to provide an environment where children can be healthy, safe and secure and where their individual needs are being met and embraced. We seek to help our children form positive relationships with adults who genuinely care for them and enjoy being with them. We try to accommodate everyone, respecting all individual needs wherever possible. We also value and seek to maintain and encourage professionalism in our working practice at all times and celebrate and recognise professional achievement. Staff receive regular training in Career and Professional Development and are encouraged to take their training further within setting that is nurturing and supportive. Help and advice is always at hand for our carers in the form of a strong mentoring team of well qualified and experienced practitioners. Our Oxford Nursery team of professionals is led by 2 Graduate level managers, one with a teaching degree and one with a psychology degree and both holding the recent post graduate qualification Early Years Professional Status (EYPS) awarded by the Childcare Workforce Development Council (CWDC). All nurseries are required by Ofsted to employ 50% of their staff as qualified to level 2 or above and as part of our commitment to raising the standards of nursery care and education we are proud to say that across our 4 nurseries we are strongly 75% qualified with a further 21% working towards a recognised Childcare qualification. Of our qualified staff a further 15% have embarked on their next steps in training. In each Nursery Setting we seek to ensure that all senior staff are qualified with either teacher, N.N.E.B., NVQ3. B.Tech or equivalent status with at least two years experience. In addition all staff must hold a current **First Aid Certificate**, and be willing to undertake training in these areas.

Safeguarding and promoting children's welfare (Child Protection), Special Educational Needs, Equal Opportunities, Basic Food Hygiene, Early Years Foundation Stage Curriculum and Positive Behaviour Management

In matters financial we pride ourselves in our provision of a fair financial structure whereby the cost of childcare is related directly to ratio and qualified staff requirements set by Ofsted.

We endeavour to provide the best combination of childcare and education possible. Similarly we aim to provide the best and most flexible childcare service to our clients.

Dawn A. Farrell Nov 2009



Admissions Policy

Accessibility and inclusion is at the heart of our Admission Policy. All children and their families are welcome at our settings regardless of, in no specific order, gender, family status and means, sexuality, ethnicity, class, disability, colour, religion, belief, location or academic selection.

Registration

Children may be registered and take up sessions from 8 weeks of age and at any time in the year as there is no specific intake point.

Start Date

Children are deemed fully registered with the nursery upon completion of the registration form and the nursery is in receipt of the required deposit. The deposit secures the requested sessions. A start date is confirmed by the nursery in writing. Sessions must be specified at the time of registering as open places may not be held.

Deferred/Delayed Start Date

Any change to the agreed start date requires changes to be made in writing and **two months** notice being given. Start dates may be deferred and held for up to **1 month** but the sessions may be foregone if not taken up after the 1 month period and the deposit retained. A further deposit will need to be paid to secure sessions at a later date if the new start date exceeds the 1 month period. **Reduction to sessions prior to the start date also require 2 months notice.**

If the start date is requested to be brought forward this may happen with immediate effect if the sessions are available and staffing allows.

Session Availability

Sessions are allocated on a 'first come first served' basis and based on availability of sessions. Siblings will take priority over new children wishing to book in. Sessions that are not available at the preferred start date will be forecast and the prospective parent will be notified as to when they would become available.

Any change to session patterns should be put in writing and a month's notice given to reduce sessions. Increases to session patterns may be requested in writing and if staffing permits may take immediate effect.

Waiting List

Please Note: At The Oxford Nursery Summertown, as part of our site agreement, Cherwell Teaching Staff are entitled to 25% of the places available in each age range.

Cherwell Teachers are not entitled to more than 25% of places in an age range if they are not utilising the entitlements in another age range ie more Fresher spaces if Scholar spaces are not utilised.

Cherwell Teacher spaces can be offered to other parents but only under the strict understanding that the places hold a first refusal by Cherwell School. If the sessions are required by a teacher and we do not have surplus space in that particular age range then the occupying parent must vacate the placement or required sessions. Any parent taking up a 'Teacher allocated space must be notified of this stipulation in writing and be made fully aware of the situation. In the event of a parent being required to surrender sessions to a Cherwell teacher, alternative sessions may be offered if they are available or indeed temporary care at either of the sister nurseries (The Oxford Nursery Eynsham, The Oxford Nursery Littlemore Park or The Oxford Nursery The Oxford Science Park) until the sessions become available. Any parent in this situation will automatically be placed at the head of the waiting list.

Under normal circumstances, in the event of sessions being unavailable an application to be placed on the waiting list may be made by completing a registration form. The requesting parent is informed of when the sessions actually become available in the future thus being given a future date for starting. The registration form is placed on a waiting list which is referred to each time there are any changes to the permanent scheduling. If changes occur to the scheduling that are relevant to the waiting list applications those parents are then informed and offered the sessions available.

Work Place Agreements

Parents who are employees of a company operating a dedicated work place agreement (See CompanyCare) will have priority placement in our waiting list. Where a place is unavailable at the preferred nursery setting either of the other three sites may offer a temporary 'holding placement'.

Pre-visits

When children are due to start at the nursery they are offered settling in 'pre-visits', normally taking place the week before their start date. Generally 2 sessions are offered but on occasion more are offered or indeed less depending on the needs of the child. The parents are asked to attend these sessions initially and then feel free to leave their child for a shortened session of about an hour and a half.



Bookings and Payments

Bookings

A deposit of £120 (unless you have a discount voucher for a £70 deposit) is required to register your child with The Oxford Nursery which then secures your place. (See Terms and Conditions).

When registering your child we endeavour to meet your needs, however it is only possible for us to book your child in for the same session pattern each week and unfortunately we are unable to accommodate alternate weekly sessions although may be able to offer this pattern of sessions on a temporary basis if available. If a part time placement is taken up requests for extra sessions can be made and are obviously subject to availability but we do our best to accommodate.

Payment

Invoices are raised for the 1st of each month and are charged as per the number of sessions in that particular month, excluding Bank Holidays when the nursery is closed. All other days are included in the charges. Payment is still required for any days your child is absent from the nursery whether sickness or holiday.

Included on the invoices are charges for late pick-ups or early drop-offs (See Hours of Business).

Environmentally Friendly Nappies, creams, and Baby Milk Formulas are **FREE**.

Payment is due on 8th of each month at The Science Park setting and 1st of each month at Littlemore Park, Eynsham or Summertown. Payments can be made by Cash or Cheque at Eynsham or Summertown, and similarly at The Science Park but also by Debit Card at this setting. Sadly, payments made after the due date for that setting will incur a late payment charge of £21.50 which is added to the next month's invoice. Failure to pay may jeopardise your place at nursery (See Terms and Conditions)

Discounts

The Oxford Nursery offers:

3.5% discount to all parents working on The Oxford Science Park and Littlemore Park

No charge for **Cherwell School teachers** for the month of August unless sessions are required.

3.5% discount for all other OCC teachers.

3.5% discount for Oxford University Students

NHS discount half cost of deposit

10% discount for siblings attending the Nursery concurrently.

A Referral Bonus: Parents who refer other children to The Oxford Nursery are entitled to a week free care based on your child's normal session pattern. Terms and conditions apply.

We accept Busy Bee Child Care Vouchers as well as many other child care voucher schemes.

It may also be possible to pay your child care fees through your employer, saving tax on your full childcare payments. Ask for information on **CompanyCare**. Call Roger Farrell on 01865-883662

Please Note: All nursery discounts are withdrawn if an account is in arrears or not paid in full.



Policy for Securing Sessions

- *On registering your child at the Oxford Nursery parents are required to state the weekly session pattern they require.
 - *We are unable to hold unspecified sessions open.
 - * Changes to reduce session requirements may be made in writing 2 months prior to the start date.
 - *Any reductions to session patterns after nursery care has commenced require 1 months notice in writing.
 - *Verbal discussions with Managers/staff will not count as official notice to change sessions.
Written notice is required to confirm session changes.
 - *Late information to reduce session requirements will incur the full cost of the original session pattern.
 - *Delaying a start date requires 2 months notice in writing. Late notice of this change will incur the full cost of the sessions from the original start date.
 - *Bringing a start date forward is only possible if sessions and staff requirements are available but will be accommodated as soon as is possible.
 - *Increases to session requirements may be made right up to the start date but are subject to availability of sessions and staffing. The more notice that can be given the more likely the session increase may be accommodated.
- *We are generally unable to offer different session patterns each week. This includes alternate weeks of care. However for temporary periods, where we do have session availability this request may be accommodated. Parents must understand that when taking up these 'casual' or temporary session patterns they must forego them if another parent wishes to take up those slots on a permanent weekly basis. The parent with the temporary session pattern will be offered the opportunity to maintain their casual or alternate session pattern but on a weekly basis before the sessions are offered elsewhere, in brief they will be offered first refusal.
- *Casual **Extra Sessions** once booked either in person or by telephone or email and confirmed by a manager (an extra session docket completed) may not be refunded if no longer required.

Our commitment is to be fair and well organised and accommodate everyone's requirements. We thank you for your co-operation and understanding in advance.



Groupings and Curriculum

Fresher Room 0-24 months (approx)

We are registered for 24 0-2 year olds (Freshers) at The Oxford Science Park, 18 0-2 year olds (Freshers) at Summertown and Eynsham and 22 0-2 year olds (Freshers) at Littlemore Park. We operate a key person system of care where each baby is allocated their own carer on arrival. This system is also set within a team of key workers based in each room. The carer will work closely with parents at all times and will seek to cater for all individual needs.

Our Freshers follow the Early Years Foundation Stage 'Every Child Matters' Curriculum (EYFS) of activities (0-5yrs) based around these areas of development:

Communication, Language and Literacy
Problem Solving, Reasoning and Numeracy
Knowledge and Understanding of the World
Creative Development
Physical Development
Personal, Social and Emotional Development

In addition we follow the four themes of the EYFS which express important Principles underpinning effective practice which are *A Unique Child, Positive Relationships, Enabling Environments* and *Learning and Development*. As part of the day our Freshers enjoy a wide variety of experiences including messy play, tactile texture play, treasure baskets (Heuristic Play), water play, colour discovery play and sensory play to name just a few. Our Freshers have access to an outdoor play area and will on occasion have walks around the local areas which are particularly safe due to minimal traffic areas and restricted speed zones.

Sophomore Room 20 Months- 32 months (Rising 3's)

Our 'Rising 3's remain in a ratio of 1:3 but have opportunities to explore a more structured curriculum of activities than previously experienced in their Fresher room. When two years old the children are grouped in a ratio of 1:4. The activities are extended to further develop the experiences the children have had as a Fresher. The children have opportunities to work individually and in small friendship groups. Opportunities are extended for the children to enjoy music, dance and movement, story and singing sessions, painting and messy play. This age group is offered opportunities to build on skills already learnt and develop new skills. Outdoor play activities and discovery feature more extensively in this age group regardless of the weather and planned activities help to promote both fine and gross motor skills. Cooking, sand and dough craft activities are incorporated into the plans and the foundations to good behaviour are laid whereby children are offered suitable choices and opportunities for decision making about their own behaviour.

Scholar Room Rising 3's (32 months approx) to 5+ years

Our youngest children in this room remain in a ratio of 1:4 and are differentiated and grouped by age and friendship until they are 3 years old. Once the children are 3 years old they are grouped in a *1:8 ratio and follow differentiated activities relating to The Early Years Foundation Stage Curriculum.

* Where we have an Early Years Professional on the staff we are permitted to group our 3yrs+ in a ratio of 1:13 but currently enhance our ratios in this age group by maintaining our 1:8 ratio to facilitate greater support to our pre-school children

Our staff offer a rich and varied range of languages to our children and enjoy sharing and supporting a multicultural environment through festival sharing, dance and song to name a few.

The Early Years Foundation Stage Curriculum for our Scholars 3yrs+ is more structured and offers learning opportunities in these 6 areas:

Communication Language and Literacy
Problem Solving, Reasoning and Numeracy
Knowledge and Understanding of the World
Physical Development
Creative Development
Personal, Social and Emotional Development

Our Scholars enjoy greater independence and have free access to the outdoor play area, enabling decision making and choices about their play activities. This age group also enjoy walks around the local area.

The Scholar's room is set up to offer various areas of learning which include many or all of these themes throughout the year:

~ 'The Learning Lab' area where we have a computers and an Information book library.

~ A Design Technology area where children may help themselves to a range of equipment and materials to create and design with.

~ A Reading area providing an extensive range of books including fiction, poetry, Information and Big Books.

~ A Listening Centre where children may choose to listen to a story tape with Head Phones or record themselves reading a story.

~ A well equipped maths area where children can explore shape, pattern making measures and number through a variety of equipment.

~ Large carpeted area with free choice activities including construction kits (Lego, mega blocks, clics and stickle bricks etc), puzzles, dice games, card games, small world activities (Play people, Dinosaurs, vehicles, play animals)

~ A themed area for imaginative play to reflect and reinforce the current topic e.g. A Supermarket, A Veterinary Surgery, An Autumn Wood, A Rainforest, A Pirate Ship.

~ A Home Corner to reflect domestic and familiar activities such as kitchen play (tea set, play food, cash tills), Work bench and tools, The Hair Salon.

~ A well resourced writing/office area where children have opportunities to write for a variety of purposes and 'post' their letters.

~ An exciting art area where children may create works of art by helping themselves to a range of paint types and implements. Children have opportunities for silk screen art, clay work and observational drawing.

~ A discovery table where children may investigate a variety of new and interesting items e.g. an Indian corn, inside of a clock, an opened pomegranate, bug bottles, plants etc.

~ Our staff work hard to support children with English as their second language and have experience of Russian, Polish, German, Urdu, French, Spanish and Mandarin to name but a few.

~ Where appropriate we have visitors to supplement our topic areas e.g. 'Zoo lab' came to show Rainforest creatures, Fire Officers, Police, Opticians and visitors from Ethnic groups for cultural experiences.

~ Our Scholars have opportunities for both child initiated and adult initiated activities incorporating time for in and outdoor play and story times weather permitting.

~ *Physical Development activities are planned for in general by the staff but each setting also benefits from an additional, appropriately qualified sports coach to Co-ordinate this curriculum area. As part of our physical development activities we also include a musical approach called 'Sticky Kids'.

~ Even 'Tidy up time' is planned for with our 'Wombling Time'. Children hear the Wombling theme tune and instantly know that it is time to tidy up.

*Physical Development activities have been extensively developed over the last 3 years where we have launched an active approach to learning called 'Kiddie Keep Fit'. Each of the nurseries has benefitted from a trained physical development specialist (Sourced from Oxford United Football in The Community staff) to co-ordinate activities from The Early Years Foundation Stage Curriculum and to work with all children from the age of 1yr across all 4 nurseries.

Long term, Medium Term and Short Term plans are available for all to see. These are posted up on Parent boards in each room and in the foyer or entrances. Parents and Guardians are invited to comment on the plans at any time and make suggestions to supplement and enrich current activities and help evaluate and develop future planning



Hours of Business

Monday - Friday Excluding Bank Holidays

Morning Session 8am - 1pm *

Afternoon Session 1pm- 6pm*

Late Care at Littlemore Park Until 9pm (By special arrangement)

You may drop off and pick up your child at any time within the session times.

* Sessions at Littlemore Park have been set at the usual 8am to 6pm but we have a degree more flexibility with starting and closing time and prospective parents may enquire about extended opening hours

Early 'drop-offs'

Children arriving early for a session can not be guaranteed a carer until the start of the session. Should a child arrive before the start of the session it remains the responsibility of the parent to care for their child. We can accommodate Early drop-offs but they need to be requested in advance and will be organised and charged appropriately.

Late 'pick-ups'

Late 'pick-ups' should also be arranged in advance to allow staff to make arrangements to work longer shifts.

We are required by Ofsted to have two members of staff on duty at the beginning and end of each day even if we have only one child on the premises for safety and security reasons. Charges are made to reflect the cost of staffing this requirement.

Late pick-ups after 1pm may result in a parent of a child who is booked in for the afternoon session having to wait.

Charges will be added to your monthly invoice.



Menu Planning and Special Dietary Needs

Menus are planned quarterly on a 4 week rotation with a Vegetarian option at each meal. Each meal offers a different carbohydrate with a variety of vegetables. All meals are prepared from fresh and cooked on the premises. Any special meals i.e. Dairy Free, Pork free etc., should be discussed with a senior member of staff at the Pre-Visit prior to your child starting nursery.

Special occasions are celebrated with foods that may be unusual to the general menu such as crisps and sweet foods. Home made cakes are welcome in nursery to celebrate children's birthdays but will be sent home with the children and it is at parents' discretion whether they are to be consumed. Similarly we can accept 'shop bought' items if they clearly state that they are 'nut free' but most are still produced in an environment that may contain nuts or traces of nuts.

Our menus are nut free, free from beef or beef derivatives and no salt is added to foods. However, from time to time recipes are changed at source by the manufacturers and the nursery although extremely vigilant with product changes will take no responsibility for these changes that may be missed.

Snack menus for mid morning, mid afternoon and the late power snack at the end of the day consist of combinations of fresh fruit, vegetable crudités, cheese, crackers and plain biscuits with water, milk or diluted fruit juice to drink.

Menus are posted up in the foyer and any changes are noted with a 'post-it'.

Preparation of baby food is related to ingredients on the main menu for a particular day and is pureed or mashed as necessary. Weaning takes place when Parents request or indeed Parents may wish to be advised on this subject.

Week 1	Week 2	Week 3	Week 4
MONDAY	MONDAY	MONDAY	MONDAY
Frankfurter and Bacon Casserole with rice. Fresh Seasonal Fruit Salad	Penne pasta in tomato and cream sauce with garlic bread. Traditional Rice Pudding	Mediterranean Vegetable Stew with Cheesy Cous Cous. Fresh Seasonal Fruit Salad	Tuna Noodle Casserole with Sweetcorn. Mandarin orange and crème fraiche topped flan
V. Mixed Bean and Vegetable Casserole with rice. Fresh Seasonal Fruit Salad	V. Penne pasta in tomato and cream sauce with garlic bread. Traditional Rice Pudding	V. Mediterranean Vegetable Stew with Cheesy Cous Cous. Fresh Seasonal Fruit Salad	V. Cheese and Tomato Noodle Casserole with Sweetcorn. Mandarin orange and crème fraiche topped flan
TUESDAY	TUESDAY	TUESDAY	TUESDAY
Pearl Barley Casserole, Mashed potatoes, carrots. Cranberry Bread and custard	Moroccan Chicken Cous Cous with courgettes. Fresh Seasonal Fruit Salad	Greek Pasta Bake (Lamb) Eve's Pudding (Apple)	Golden Pork and Apricot Casserole with rice. Fresh seasonal Fruit Salad and cream
V. Pearl Barley Casserole, Mashed potatoes, carrots. Cranberry Bread and custard	V. Moroccan Cheese topped Vegetable Cous Cous with courgettes. Fresh Seasonal Fruit Salad	V. Greek Pasta Bake (Chick Peas) Eve's Pudding (Apple)	V. Golden Carrot, butternut squash and Apricot Casserole with rice. Fresh seasonal Fruit Salad and cream
WEDNESDAY	WEDNESDAY	WEDNESDAY	WEDNESDAY
Home made Traditional Lasagne with Garlic Bread. Fresh Seasonal Fruit Salad.	Farmhouse Turkey Pie with Potato and Parsnip mash. Bread and Butter Pudding	Minced Beef and Mango Curry. Fresh Seasonal Fruit Salad	Scholar's Choice Lunch and Dessert
V. Home made Vegetable Lasagne with Garlic Bread. Fresh Seasonal Fruit Salad.	V. Farmhouse Vegetable Pie with Potato and Parsnip mash. Bread and Butter Pudding	V. Mixed Vegetable and Mango Curry. Fresh Seasonal Fruit Salad	Scholar's Choice Lunch and Dessert
THURSDAY	THURSDAY	THURSDAY	THURSDAY
Cod Fish Balls in Tomato sauce with Peas and Cous Cous. Country Lemon Curd Pudding with Custard	Chicken in Creamy Orange Sauce with Rice and Carrots. Fresh Seasonal Fruit Salad	Traditional Cottage Pie (Pork) with Cabbage and Mashed Swede. Ginger Cake with Ice cream	Cheesy pasta Bolognese. Fresh Seasonal Fruit Salad
V Mixed Vegetable Balls in Tomato sauce with Peas and Cous Cous. Country Lemon Curd Pudding with Custard	V. Flageolet Beans in Creamy Orange Sauce with Rice and Carrots. Fresh Seasonal Fruit Salad	V. Traditional Vegetarian Cottage Pie with Cabbage and Mashed Swede. Ginger Cake with Ice cream	V. Cheesy pasta Bolognese. Fresh Seasonal Fruit Salad
FRIDAY	FRIDAY	FRIDAY	FRIDAY
Chicken Stroganov with Rice and Courgettes. Fresh Seasonal Fruit Salad	Pasta Spirals with Tuna Sauce and Peas. Chocolate Cup Cakes	Vegetable Toad-In-The-Hole with Cous Cous and Home Made Corn Bread. Fresh Seasonal Fruit Salad	Catalan Chicken Casserole with Cheesy Mash potato. Apple Brown Betty and Custard
V. Vegetable Stroganov with Rice and Courgettes. Fresh Seasonal Fruit Salad	V. Pasta Spirals with Cheese Sauce and Peas. Chocolate Cup Cakes	V. Vegetable Toad-In-The-Hole with Cous Cous and Home Made Corn Bread. Fresh Seasonal Fruit Salad	V. Catalan Mixed Bean Casserole with Cheesy Mash potato. Apple Brown Betty and Custard

Winter Lunch Menu



Session Charges for each Nursery from 1st June 2010

We pride ourselves in providing a fair financial structure where Child Care costs are related directly to ratio requirements and location costs.

Eynsham

Age Group	Session Charge am/pm	Full Day	Full Week
Fresher 0-2 yrs	£21.50	£42.00	£192.00
Sophomore 2-3 yrs	£20.25	£39.40	£190.75
Scholar 3-5yrs	£17.25	£34.00	£156.00
Graduate 5+ in school	Collection£25.00	No collection £16.00	
Extra hour charge	£9.00		

Summertown

Age Group	Session Charge am/pm	Full Day	Full Week
Fresher 0-2 yrs	£25.00	£48.00	£206.00
Sophomore 2-3 yrs	£23.75	£45.50	£200.00
Scholar 3-5yrs	£24.00	£45.00	£194.00
Graduate 5+ in school	Collection£25.00	No collection £16.00	
Extra hour charge	£9.00		

The Oxford Science Park

Age Group	Session Charge am/pm	Full Day	Full Week
Fresher 0-2 yrs	£25.75	£47.50	£206.50
Sophomore 2-3 yrs	£25.25	£44.50	£197.50
Scholar 3-5yrs	£23.75	£43.00	£190.00
Graduate 5+ in school	Collection£25.00	No collection £16.00	
Extra hour charge	£9.00		

Littlemore Park

Age Group	Session Charge am/pm	Full Day	Full Week
Fresher 0-2 yrs	£26.75	£47.20	£208.00
Sophomore 2-3 yrs	£25.65	£46.80	£197.50
Scholar 3-5yrs	£24.60	£42.40	£187.00
Graduate 5+ in school	Collection£25.00	No collection £16.00	
Extra hour charge	£8.00		

Discounts:

Sibling discount of 10% (Applied to the child with the lowest session fees).

Employees at The Oxford Science Park and Littlemore Business Park receive 3.5% discount

O.C.C Teachers and Oxford University receive discounts of 3.5%

NHS employees receive 50% on the registration deposit.

Corporate and Business discounts ('CompanyCare' Terms and conditions apply)

In addition to these discounts any parent is eligible for a weeks free child care for referrals

(Terms and Conditions apply)

Please Note: Price Reviews will take place June 2011

PLEASE NOTE: WHEN MAKING A CHEQUE OUT FOR DEPOSIT OR PAYMENT, PLEASE MAKE IT PAYABLE TO THE RELEVANT COMPANY

i.e Made payable to The Oxford Nursery Ltd for all payments relating to The Oxford Nursery at The Oxford Science Park

Made payable to Acacia Care and Education Ltd for all payments relating to The Oxford Nursery Summertown, Eynsham and Littlemore Park.

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i.e Made payable to The Oxford Nursery Ltd for all payments relating to The Oxford Nursery at The Oxford Science Park

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Chargeable extras for each nursery from 1st June 2010

Early Drop Off/Late Collection (All nurseries)

0-10 Minutes	£6.00
10-20 Minutes	£12.00
20-30 Minutes	£18.00
Over 30 Minutes	Full Session Charge

Prior arranged extra hour charges: Science Park £9.00
Littlemore Park £8.00
Summertown £9.00
Eynsham £9.00

Extra sessions may be booked by phone, email or in person and are charged at the individual session rate. Once booked, extra sessions are chargeable and non-refundable. We will swap sessions to an alternative time within the week the extra session was originally booked if it is preferred and if sessions are available.

Curriculum Enrichment Extras:

Salt Box Music Session Charges are variable and range from £3.00 to £4.50 per session (Where applicable)

Little Magic Train dance and drama and role play sessions are approximately £4.00 per session

Oxford United Football in the Community sessions £4.80 per session

Zoo Lab science sessions £3.00 per show (Approx 3 per year)

Wandering in the Bush Australian Road show (Once a year) Approx £4

Mobile Library Free of charge

Cotswold wildlife park 'Big Toddle' approx £7.00 for coach travel (Once a year)

Sure Start Party in the park Free of Charge Inc transport

Occasional curriculum support activities to local museums, parks, farms, train stations and local attractions Free of Charge

Please Note it is with regret that we must levy these charges:

Returned Cheque charge £35.00

Late payment or late submission of Voucher charge £21.50

All queries regarding invoices and payments should be made to Roger Farrell or Bev Dore on **01865 883662**

School's Out! Holiday Care

**The Oxford Nursery, Locations at
The Oxford Science Park, Littlemore Park, Summertown
and Eynsham**

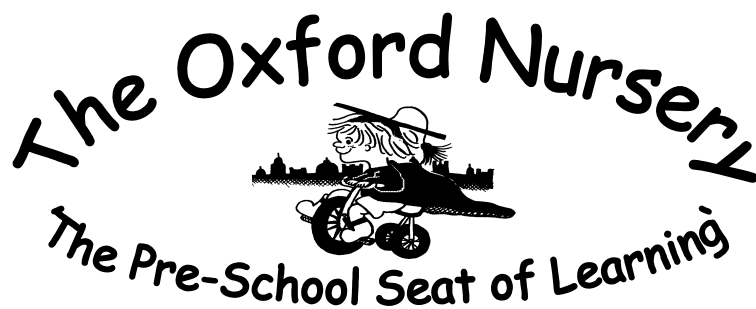
**Holiday Care for 5-10 year olds M-Fri 8:00am-6:00pm
We cover all School Holiday periods and Teacher
Training/Occasional Closure Days**

The school holidays are always looming. . . Wondering what you can plan for the children? Come join our 'School's Out. . . Holiday Club'. Each day filled with fun, sport, creative activities and outings all led by Qualified, CRB checked and nursery approved staff. All food and snacks provided. . . Parents may wish to join their children for our occasional Picnics!

£30.00 per day

Call for details and bookings on
01865-396792, 01865-777323 or 07950 037619

Charges from April 09



REGISTRATION DETAILS

PLEASE INDICATE WHICH NURSERY

Science Park (SP)		Summertown (ST)		Eynsham (EY)		Littlemore Park (LP)	
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Child's Details:

Forenames:			Gender:	M	F
Surname:			Date of Birth:		
Address:		Ethnic Origin:			
		Languages spoken at home:			
		Religious Preference:			
Post Code:		Home Telephone No.			

Parent Details:

Parent/Guardian 1/Primary Carer* (* Please see terms and conditions 2.8)	Parent/Guardian 2/Primary Carer* (* Please see terms and conditions 2.8)
Forename:	Forename:
Surname:	Surname:
*Maiden Name (or any other name used):	*Maiden Name (or any other name used):
Address: (If different from above)	Address: (If different from above)
Post Code:	Post Code:
Home Tel No:	Home Tel No:
Mobile No:	Mobile No:
Email address:	Email address:

Employer and Further Contact Details:

Employer Name:	Employer Name:		
Employer Address:	Employer Address:		
Work Contact Tel. No 1:	Work Contact Tel. No 1:		
Work Contact Tel No 2:	Work Contact Tel No 2:		
Further Contacts Name:	Further Contacts Name:		
Relationship to Child:	Tel.No:	Relationship to Child:	Tel No:
Further Contact's Name:	Further Contact's Name:		

Relationship to Child:	Tel.No:	Relationship to Child:	Tel No:
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Medical Details

Known Allergies:						Possible 'Inherited' Allergies:									
Vaccinations (Please Tick)	MMR	Y	N	Whooping Cough	Y	N	Polio Dip. Tetanus	Y	N	Meningitis	Y	N	Other	Y	N
Doctor Name:						Tel. No:									
Surgery Address:						Post Code:									
Special Dietary Requirements:															
Medical Action Plan Completed: Y / N															

Collection Details

Password:	
Person Authorised to Collect (over 16 yrs) 1:	
Person Authorised to Collect (Over 16 Yrs) 2:	

Placement Requirements (Please tick)

Fresher 0-2yrs		Sophomore 2-3yrs		Scholar 3-5yrs		Graduate 5+	
Mon am 8am-1pm	Tues am 8am-1pm	Wed am 8am-1pm	Thurs am 8am-1pm	Fri am 8am-1pm			
Mon pm 1pm-6pm	Tues pm 1pm-6pm	Wed pm 1pm-6pm	Thurs pm 1pm-6pm	Fri pm 1pm-6pm			
Start Date:							

Contract for Placement

I/We wish to register my/our child for a place at Acacia Care and Education- Trading as The Oxford Nursery. I/We confirm that I/we have read and accept the Terms and Conditions of Acacia Care and Education- Trading as The Oxford Nursery. I/we enclose a £100 deposit and a non-refundable £20 administration fee. I/we undertake to pay all relevant fees monthly in advance. I/we acknowledge one month's notice is required by either party to terminate or modify this agreement. In the event of my/our child requiring medical assistance, I/we authorise The Oxford Nursery, it's Directors, employees or agents to administer treatment as they deem necessary. I/we understand although a nut free policy is followed no liability may be held for accidental presence of nuts to a meal (or any other ingredient deemed allergic to a child) should a manufacturer change it's production methods or alter a recipe without prior notice.

Signed :

Print Name:

Relationship to Child:

Date:

Signed :

Print Name:

Relationship to Child:

Date:

For Office Use

Date Application Received	Deposit/Admin. Received	Y	N
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Sessions Booked on Schedule	Y	N	Confirmation Sent	Y	N	Date:
Pre-Visits Booked	Y	N	Added to News letter mail list	Y	N	

Revised Registration Document Dawn Farrell Nov 2009

Acacia Care and Education Limited Terms and Conditions

1. Definitions

- 1.1 Words and expressions used in the Day Nursery Place Agreement and following meanings except where the context otherwise requires:-
- “Agreement” the Day Nursery Place Agreement of which these Terms and Conditions are a part;
- “Child” a child of the Parent(s), occupying a place at the Day Nursery, and “Children” shall be construed accordingly;
- “Parent(s)” the parent(s), the Parent’s Partner or Guardian(s) of the child;
- “Authorised Person” any individual nominated by the Parent(s) or Guardian(s) in writing or by phone to any manager, able to divulge a password as previously notified by the Parent(s) or Guardian(s)
- “Payment Date” the same day of each month following the Start Date, on which the Session Fees are payable in advance;
- “Registration Deposit” a non-refundable deposit of £100.00 is required to submit a valid child registration form. An additional administration fee of £20.00 is required, this is non-refundable.
- “Session Fee” the monthly sum specified in the Agreement payable by the Parent(s) in advance in accordance with and subject to the provisions of paragraph 5;
- “Other Charges” sums charged for services and or items other than session fees,
- “Start Date” the date on which the Child commences attendance at the Day Nursery.
- “OXN ” Acacia Care and Education Limited Trading As: The Oxford Nursery

2. Obligations of the Parent(s) / Guardian(s)

- Both Parent(s)/Guardian(s) are required to sign the registration form and shall:
- 2.1 answer fully and frankly all questions set out in OXN registration documents;
- 2.2 pay the Deposit and Session Fee invoices promptly in accordance with the terms of Paragraph 5;
- 2.3 notify OXN in writing of any food, medicine, materials or activity to which the child is allergic too or has experienced reactions to which gave rise to the need for medical attention;
- 2.4 provide a phone number where the Parent(s) may be reached at all times while the Child is at the Day Nursery;
- 2.5 provide a written list of responsible adults who are Authorised to collect the Child from the Day Nursery subject to disclosure of a password nominated by the Parent(s) or Guardian(s)
- 2.6 ensure that a responsible adult is at the Day Nursery by 6:00 pm daily to collect the Child; subsequent late charges will apply.
- 2.7 permit, and hereby authorise, The Oxford Nursery personnel to arrange for the Child to receive medical treatment in the case of an emergency.
- 2.8 The Primary Carer is the person/persons who have legal responsibility for the named Child.

3. Obligations of The Oxford Nursery

- OXN shall:
- 3.1 make available suitable premises and qualified staff for the Day Nursery;
- 3.2 ensure that such premises comply with all relevant legal requirements in respect of the provision of child care facilities;
- 3.3 conduct educational programmes for Children attending the Day Nursery;
- 3.4 take all reasonable steps to ensure that the Day Nursery shall be open between the hours of 8:00am and 6:00pm Monday to Friday 52 weeks of the year , except on public and bank holidays.

4. Children

- OXN may require the Parent(s) to withdraw or remove the Child from the Day Nursery in the event that:-
- a. it has reasonable cause to believe that the Child is or may be suffering or has suffered from any contagious disease, and there remains a danger that other children at the Day Nursery may contract such disease;
- b. the Child requires special medical care or attention which is not available or which is refused by the parent(s)
- c. the Day Nursery managers considers the Child to be disruptive, delinquent or a danger to other children.
- 4.2 The Parent(s) shall not be entitled to any refund of Session Fees when a Child is absent from the Day Nursery for any of the reasons stated in paragraph 4.1a-c, unless the child is permanently removed from the Day Nursery by OXN

5. Session Fees and Other Charges

- 5.1 Prior to the Start Date the Parent(s) shall arrange for payment of the Registration Deposit,
- 5.2 Prior to the Payment Date the Parent(s) shall arrange for payment of the Session Charges and Other Charges as indicated on the relevant invoices for those charges, on each subsequent Payment Date. OXN shall not be obliged to admit the Child upon failure by the Parent(s) to pay the Deposit and/or Session Fees and Other Charges by the Start Date or on any Payment Date;
- 5.3 OXN reserves the right to levy a late payment charge of £18.00, payable in 7 days, on all accounts not settled by the due date. Settled will be defined as cheques, cash or vouchers received by the manager of the respective nursery.
- 5.4 Where more than one Child attends the Day Nursery, a discount will normally be applied to the Session Fee in respect of the second Child, the discount will be applied to the Child with the lesser Session Fees;
- 5.5 The Parent(s) shall not be entitled to any refund or release from liability for payment of Session Fees by virtue of non-attendance of a Child at the Day Nursery for any reason;
- 5.6 If a parent terminates their session requirements and the account has been paid in full, in accordance with the terms and conditions, OXN reserves the right to refund the Deposit of £100.00.
- 5.7 OXN may increase the Session Fees each year by not less than the increase in the Retail Price Index for the previous year.
- 5.8 OXN reserves the right to suspend any account which is 1 months in arrears with immediate notice. No attendance will be allowed until the account is settled in full.

6. Liability

- OXN accepts no liability for any pecuniary or other loss suffered by the Parent(s) arising directly or indirectly as a result of the Day Nursery being temporarily closed or the non-admittance of the Child to the Day Nursery for any reason.

7. Termination-Cancellation-Change

- 7.1 Termination of placement requirements of child or children from previously scheduled sessions shall require one full months notice in writing, as from the date of receipt by OXN , fees within notice period remain payable. Only the Parent or Guardian named on the registration detail will be authorised to terminate the agreement.
- 7.2 If the Parent(s) fail to use or cancel the sessions provided the Registration Deposit will be retained by the nursery;
- 7.3 If OXN is unable to provide the sessions requested by the Parent(s), the Registration Deposit will be repaid if no alternative arrangements can be agreed with the Parent(s);
- 7.4 Termination of placement requirements of child or children from previously scheduled sessions shall require one full months notice in writing, as from the date of receipt by OXN. Only the Parent or Guardian named on the registration detail will be authorised to terminate the agreement.
- 7.5 Termination and re-placement of child to secure holidays from care is strictly prohibited, care will be considered continuous and charged accordingly, despite receipt of notice or acceptance of new deposit and admin fees. Terminated sessions will be offered to next on waiting list.

7.6 Postponement of the Start Date will require a minimum of one months written notice, the postponement can be for a period no longer than one month after which the Deposit may be retained and any further Start Dates would require a further Registration Deposit,

7.7 OXN shall have the right at any time by serving a notice in writing on the Parent(s) to terminate or change the Agreement with immediate effect if such Parent(s) fails to pay a Session Fee within 7 days of the Due Date

7.8 OXN shall refund any overpayment of Session Fees

8. Prohibition of Employment of OXN Staff

It is an express condition of these terms and conditions, that for a period of 18 months immediately following the cessation of your registration with OXN , you will not, whether directly or indirectly as principal, agent, employee, director, partner or otherwise approach any individual, director, employee or agent of OXN for the purposes of facilitating, contracting or employing, if the purpose for such an approach is to solicit services provided by OXN or which could have been undertaken by OXN.

9. Whole Agreement

The Agreement and these terms and conditions represent the entire understanding between the parties and there are no promises, terms, conditions or obligations, oral or written, expressed or implied, other than those contained in them.

I the undersigned confirm I have read and understood the Terms and Conditions.

Name (Print).....
Signature.....

Date:.....

Name (Print).....
Signature.....

Date:.....

Customer Survey

We are very committed to providing the best Childcare and Education and we value your comments. Please help us to continue to make changes where you feel we could improve. Thank you for taking the time to fill out this questionnaire. . . .

Where did you first hear about The Oxford Nursery?

Referred by a friend

Heart FM advert

Jack FM advert

Local press

Bill board/ Roundabout advertising

Plasma Screen at 'Jamboray' play centre

Other (Please state)

What were your first impressions of the nursery? (Please Circle)

Excellent Good Average Poor

How could we improve if we were not what you were expecting?

.....
.....

How was your viewing?

Very useful and informative Most of my questions were answered I'm still unsure what's being offered

Were we friendly? We understand it's a very anxious time for you choosing childcare and we want to make sure we are being supportive.

Yes No

If you decide not to register your child with the Oxford Nursery, would you still recommend us to your friends?

Yes No

If not, please feel free to comment on the reasons why. We always take note of any criticisms and try to improve our service of Care and Education.

Again, thank you for taking the time to complete this questionnaire

Dawn A. Farrell Nov 2009