

0-2-year-olds

Full day (Monday-Thursday) 7.30 am- 6.30 pm	£116.25
Full day Friday 7.30 am- 2.00 pm	£82.50
Core day (Monday-Thursday) 9am-4pm	£88.85
Core Day Friday 9 am- 2.00 pm	£65.00
Early start 7.30am-4pm	£99.85
Late stay 9.00am-6.30pm	£106.85

2-3-year-olds

Full day (Monday-Thursday) 7.30 am- 6.30 pm	£110.00
Full day Friday 7.30 am- 2.00 pm	£78
Core day (Monday-Thursday) 9am-4pm	£84.00
Core Day Friday 9 am- 2.00 pm	£61.50
Early start 7.30am-4pm	£94.30
Late stay 9.00am-6.30pm	£101.00

3-5-year-olds (Pre-school)

Full day (Monday-Thursday) 7.30 am- 6.30 pm	£99.00
Full day Friday 7.30 am- 2.00 pm	£70.20
Core day (Monday-Thursday) 9am-4pm	£75.60
Core Day Friday 9 am- 2.00 pm	£54.00
Early start 7.30am-4pm	£85.00
Late stay 9.00am-6.30pm	£91.00

Ad-hoc additions (these are only bookable as ad-hoc times to add to an existing short-day session).

	7.30-9.00	3.30-6.30	4.00-6.30	Emergency hour ad-hoc rate (can be used for 3.30-4.30 or 4-5 only)- bookable a maximum of twice a month for 1 hour at a time.
0-2 years	£20.55	£41.10	£34.25	£17
2-3 years	£19.50	£39.00	£32.50	£17
3-5 years	£18.00	£36.00	£30.00	£17

Fee calculations: fees are calculated so that parents pay a set fee each month for their regular booking pattern. This is calculated by working out the weekly amount and multiplying by how many weeks we are open (or term time weeks for term time only children). The day rate is then deducted for each planned closure that falls on your child's normal days. The new total amount is then divided by the number of months in the academic year (12 months, or 11 months for term time only children).

Funding- children in receipt of early years funding or funding for working parents will have their hourly entitlement deducted (with any remainder of days charged at the hourly rate based on the session price). For full time children the funding will be stretched across 50 weeks (funding is for 38 weeks only). Parents who have children who are funded will be charged additional service costs on funded days to cover the cost of consumables, specialised activities, high staffing ratios and highly trained staff. The cost of the service charge is dependent on the age of your child and the sessions they are booked for. A manager will be able to give you more information about the charges.

Please note: All parents are charged for 3 INSET days per year (one per term), whether their child would normally be attending or not- this is to support staff training. If there are ever more than 3 inset days during an academic year, parents will only be charged for 3 and the additional inset will be treated as a non-chargeable closure day.

Parents are not charged for any planned closures, such as the closures over the Christmas/New Year period, bank holidays or closures for the Jewish festivals. Details of all our closure dates and term dates are available on our website. Please see Terms & Conditions for further information.

Sibling discount- We will deduct 10% discount from the sibling with the cheaper monthly invoice.

Application, Registration and Fees

A signed and fully completed application form together with a non-refundable application Fee of £50 is required prior to confirmation of a place. Application does not guarantee a place for the start date or sessions requested- your child will be placed on the waiting list.

A minimum of three core day sessions (9:00-4:00) or two full day sessions (7:30-6:30) must be reserved in advance of placement.

A deposit of £500 is required on acceptance of a placement. Once we have accepted your deposit, and you have returned the completed entry form, your child's place is guaranteed. Deposits are refunded up to 4 weeks after the last month of your child's attendance, subject to all fees and other liabilities to the Nursery having been paid in full; and providing the relevant notice periods have been adhered to.

The deposit must be paid within two weeks of a written offer of a place at the Nursery, if the deposit is not received by the Nursery within two weeks of the date of our letter, the place may be withdrawn. If your child does not attend the Nursery for any reason once the place has been accepted, then the deposit is non-refundable.

Fees are payable monthly in advance by the 1st of each month.

Where a child's fee rate changes after a birthday, that reduction will take effect from the first day of the month following the birthday.

All reserved sessions & ad hoc / extra hours are to be paid for regardless of whether your child attends. Ad hoc sessions / extra hours / changes to sessions may only be booked / agreed with Management. No refunds can be given for sessions missed due to sickness, family holidays, enforced temporary closures.

Failure to meet payments may result in the termination of Nursery placement and forfeiture of any refund of fees. In such circumstances, the Nursery reserves the right to levy a 2% interest charge above the prevailing Bank of England Base Rate on outstanding fees. An additional charge of £50 may also be payable for recovery of outstanding sums.

Parents are held responsible for all outstanding fees. The Nursery is not liable for collections from third parties, e.g. University / colleges, voucher providers, grant funding agencies.

Fees are reviewed annually, and any increases notified to parents two months ahead of implementation.

Full time attending children are required to give at least 6 weeks' notice of leaving. Term time attending children must give a full term's notice in writing by the first day of the final term. If a child leaves without full notice, the deposit paid will be offset against any outstanding fees and invoice the balance.

Information

All the forms requesting information about you and your child must be completed BEFORE your child starts at AHN. We reserve the right to prevent a child starting at the Nursery if the forms have not been submitted.

In addition, parents are required to inform the Nursery of changes to any information included in the parent pack.

Late collections

If a child is collected after the agreed time, a charge of £15 for the first quarter hour and £2 per minute thereafter may be imposed at the discretion of the Nursery Manager. Our hope is that we will not have to add this to anyone's invoice as exceptional circumstances will be taken into consideration.

Parents must inform the Nursery at the earliest instance if they are going to be late to pick up their child.

Hours of Operation

AHN will operate Monday-Thursday from 07:30 -18.30 and Friday from 07:30 – 2:00 except for public and Jewish holidays and 3 staff training days per year. In addition, the Nursery closes over the Christmas week and one week over the Pesach period. Details of our term dates are available on the website.

Children can be dropped off and picked up at any time in between these times, however the EYFS Curriculum begins promptly at 9:00.

If the Jewish holiday occurs on a week day then we will observe the practise of Nightingale House in terms of Nursery closures. In addition, we close at 3.30pm on the day prior to a Jewish festival to allow families to prepare for the festival if it falls on a weekday. Please check the website for the specific dates of the festivals.

Fees are calculated based on the actual number of sessions booked for your child and we charge for 3 Inset days per year. We do not charge for public holidays, Jewish holidays and days when the Nursery is closed.

Illness and accidents

In the event of an accident parents will be notified and are required to sign an accident report form.

Parents may be asked to withdraw their child from the Nursery in the event that they require special medical care or attention or are otherwise deemed not well enough to attend. AHN has a managing children with allergies or who are sick policy which we expect all parents and carers to adhere to.

Please note that after diarrhoea or vomiting, parents are asked to keep children home for 48 hours. All other illnesses are dealt with as per current HPA guidance.

Parents are obliged to inform the Nursery of any sickness, illness or allergies on registration of their child and any subsequent diagnosis. A Health Care Plan must be completed for medical care needs. The Nursery cannot accept responsibility for children contracting contagious diseases or infections.

Termination / Cancellation / Change of sessions

We require at least 6 weeks' notice to withdraw your child from the Nursery or to reduce previously agreed levels of attendance.

The Nursery reserves the right to terminate a placement if fees are not paid by the due date, if parents / carers fail to observe the Policies & Procedures of the Nursery, or a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

The Nursery reserves the right to terminate a placement if important information concerning or affecting your child is withheld or not communicated to Nursery management and staff in a timely manner.

In any other circumstance of termination, the Nursery will provide two months' written notice to parents.

Should a mutually agreed start date be postponed by parents, the Nursery reserves the right to charge from the original start date as indicated on the Nursery application form / placement offer letter.

Liability

The Nursery does not accept responsibility for any loss or inconvenience suffered by parents arising directly or indirectly from a temporary closure of its premises or as a result of the non-admission of a child for any reason.

The Nursery cannot accept responsibility for children whilst in the care of their parents on its premises or on the Nightingale site.

Personal Property and Belongings

While staff will exercise all reasonable care to ensure that the children's belongings are not lost or damaged, the Nursery cannot be held responsible for any loss or damage that might otherwise occur.

We cannot accept any responsibility for any loss or damage of toys or comforters from home should children bring these to Nursery.

All items of clothing, including footwear, **must be clearly labelled by parents** prior to the child starting at the Nursery.

Prams / buggies are not permitted in the main building or allowed to block fire exits / escape routes in order to comply with Health & Safety and Fire Regulations. All buggies must be stored folded in the buggy store at the rear of the Nursery.

Sun hats are compulsory for all ages.

Children may wear any joggers, leggings, shorts, skirts with tops and sensible shoes that protect toes. We prefer children to not wear Crocs as accidents occur when they are wearing them.

Please dress your child appropriately for their day at Nursery, weather wise, and be aware that we will only change your child if necessary i.e. if your child has had an accident or gets wet with water play.

Please supply the Nursery with a pair of named wellington boots that fit your child, and a bag of spare clothing that is all named and that is checked regularly to ensure this still fits and suits all climates.

If sunny please apply sun lotion before coming to Nursery. Our staff will re-apply as necessary throughout the day