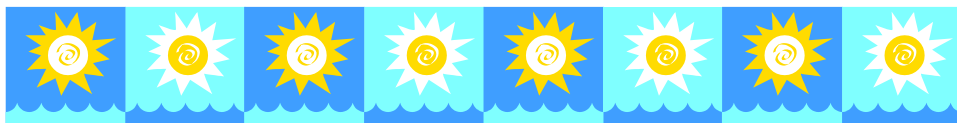


# *Academic Day Nursery*

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## Welcome to *Academic Day Nursery*

*Academic Day Nursery* is a fully equipped, friendly nursery providing premium care and education for children aged 3 months-5 years. Under the direction of a fully qualified Early Years Teacher, *Academic* ensures a safe, stimulating, happy and rich learning environment which has a balanced curriculum that covers the 7 curriculum areas of the Early Years Foundation Stage. We offer a quality service to parents so you can be rest assured whilst you leave your child in our care.

Activities are often planned around a topic/theme. They are designed so that the children will enjoy a curriculum that allows them to: learn skills, develop personally, socially, emotionally, intellectually and physically, develop knowledge, understanding, a sense of curiosity and exploration. Be assured that your child's needs will be met in a loving, caring and nurturing atmosphere which offers structure, continuity and security builds a love for learning and prepares your child for school life.

It's important that we work in partnership with you, so that optimum care, development and education is achieved. Your child is allocated a key worker who will identify your child's individual needs and progress, make regular assessments and exchange daily information with you. We can discuss and arrange a settling-in process that will accommodate you and your child (ren). Our notice boards inform you of weekly menus, planning and anything else of relevance. We can help you find out if you are eligible for Government Funding (Tax Credits) and assist with your application.

We have 3 bright, colourful and spacious play rooms. Two rooms accommodate the under 2s. These rooms provide plenty of opportunities for the children to develop their new skills such as walking, talking and social interactions. Sand, building blocks, play dough, painting, music, singing, books and puzzles come as standard and the children are able to explore a wide range of play equipment of different textures and colours. The ceiling mobiles, light display and wall displays offer additional visual stimuli and the activity gyms and play tunnels allow for further physical development.

A large play room for children that are 2 to 5 years. Children will be busy participating in activities that include: construction play, arts and crafts, sand and water, imaginative play, messy play, practical life, cooking, music, singing and nursery rhymes, puzzles, computers, reading, writing, science and numeracy, co-operative games and story time.

The nursery has a playground where the children can play social games and garden as well as develop gross motor skills such as running, jumping, riding, climbing, throwing, catching and kicking. We arrange topic related outings for the children and are lucky enough to be a minutes' walk away from Stoke Newington Common Park and will enjoy regular visits there.

We welcome and celebrate the diverse range of cultures, languages, traditions and religions that surround us. A wide range of multicultural play equipment, books, dressing up clothes and food are used within the nursery. Festivals from many cultures and religions are celebrated to raise the children's awareness of the world around them. Our intention is for the children to have a loving, understanding and caring attitude towards each other.

Our cook prepares nutritious meals on the premises. We serve breakfast, lunch and tea. A vegetarian option is always available and we can cater for special diets.

The nursery is open from 8am-6pm Monday to Friday for 50+ weeks of the year. We offer both full and part-time places. We close during all public holidays and the Christmas period.

## **Parent/Partnership Policy**

We recognise that parents are a child's first educators and want parents to be fully involved with their child's care and education at *Academic*. We welcome parents' feedback and actively encourage parents to discuss their child's day and stay with us until their child is settled. We produce regular newsletters and have parents' notice boards that contain weekly menus and planning amongst other things.

Many parents like to have a permanent record of their child's nursery education, so when the child leaves the nursery to go onto school, we produce a 'developmental record' of his/her progress towards the early learning goals. This can be passed on to the child's next teacher.

We have promises that we at *Academic* will undertake and in turn have a set of promises for parents/carers. These are listed below.

### ***Academic* promises to:**

- 1 Keep good standards and keep your child in a safe, stimulating and happy environment.
- 2 Inform you of your child's key person so that daily information can be exchanged.
- 3 Not allow anyone other than you or persons authorised by you to take your child home.
- 4 Comfort your child and inform you/emergency contact if your child becomes ill during the day.
- 5 Administer medicines that you have given written consent for us to administer- provided it is suitable for your child.
- 6 Call an ambulance and have your child taken to hospital if we believe this to be necessary.
- 7 Keep an incident/accident book and tell you of any incidents/accidents that may have affected your child during the day.
- 8 Ensure that any dietary requirements are adhered to.
- 9 Plan a program of activities that cover all six learning areas of the Early Learning Goals as set out by the Early Years Foundation Stage.
- 10 Provide a notice board and keep you up to date with any events/trips planned and other items of interest.
- 11 Arrange 'all about me' meetings so that your child's progress and development can be discussed with his/her key worker.
- 12 Listen to and deal promptly with any complaints and follow our complaints policy.
- 13 Keep a civil, courteous and professional relationship with you.
- 14 Return any deposits paid by you when your child leaves the nursery, provided that all fees are up to date *and* you have given, in writing, the correct notice period.

**Parents Agree to:**

15. Inform the nursery if your child cannot attend on the first day of absence or in advance if known.
16. Collect their child by 6.00pm.
17. Contact us immediately if an unusual circumstance arises which means that you are unable to collect your child by 6.00pm.
18. Inform us if anyone other than previously authorised persons will be collecting their child.
19. Keep us up to date of your address, home/work/mobile telephone numbers and those that we can contact in an emergency.
20. Bring in and replenish supplies of nappies, wet wipes, cream (if necessary) and a change of clothes.
21. Sign our incident/accident forms to acknowledge you have been told about the incident/accident.
22. Give us written authorisation to administer medicine prescribed by the GP or hospital.
23. Keep a child away from the nursery if he/she is sick and collect one who becomes ill as soon as possible.
24. Inform us immediately if your child has contacted an infectious disease.
25. Follow the complaints procedure if you have a grievance.
26. Give your consent to any trips/outings that have been organised.
27. Attend the open evening to discuss your child's progress and development with his/her key worker.
28. Keep a civil, courteous and professional relationship with the staff. (Abuse or assault to our staff will not be tolerated).
29. Adhere to the terms and conditions set by *Academic Day Nursery*.
30. Ensure fees are paid in advance and pay any fines for late collection.

# *Academic Day Nursery*

## TERMS AND CONDITIONS

### Fees

**Fees must be paid monthly in advance. Fees are payable for 52 weeks of the year and are payable if your child is not in attendance.** There is a charge of £5.00 per day for fees paid late  
Fees are reviewed annually. Parents/carers will be notified 1 month prior to any changes.

### Deposit

When a place has been offered, we require a deposit of £200 per child. This is non-refundable in the event that you do not take up the place. This deposit will be refunded as long as the notice period is adhered to and there are no outstanding fees payable.

### Notice

We require **four weeks written** notification of your intention to withdraw your child from the nursery. We require **two weeks written** notification if parents are reducing children's days of attendance. Please note the reduction in days are subject to availability and your child may lose their place to someone else on our waiting list.

### Collection

We will not allow your child out of our care to anyone other than authorised persons. Children should be collected by 6pm. Our staffs have had a long and busy day so please try not to be late picking up your child. Please phone us if you are going to be late. We reserve the right to charge for late collection (£1.00 a minute) which is paid directly to staff. Any child not collected by 6.30pm and cannot be contacted will be handed over to the duty social worker at City and Hackney Social Services Department.

### Nursery closure

The nursery closes on public holidays and for approximately 10 days over the Christmas period. We also close for 1 day during the summer period (July or August) for an Annual trip. Parents and children are invited to the zoo, sea-side, park or an amusement park. We also close for three inset days over the course of a year.

### Non-attendance

Please inform the nursery if your child cannot attend. Please note that full payment is required during all periods of non-attendance.

### Outings

We require your written permission to take your child on an outing unless it is to the local park, shops or library and you have previously given your permission. Staff ratios will take into account the nature of the outing and age of the children.

### Sickness

Children with infectious diseases e.g. Chicken pox, measles etc. will not be admitted to the nursery until the contagious period is over. If your child arrives at nursery and during the day is sick, has acute diarrhoea, head lice or other infectious disease we will ask you to come and take your child home as soon as possible. *Academic* will act in *loco parentis* in the event of any accident, illness or emergency and administer any emergency medical treatment we feel is appropriate. Following you signing this agreement no further authorisation will be required from you.

### Medication

*Academic* can administer **prescribed** medication to your child as long as a medication form is completed and signed by yourself and we feel it is safe to do so. We are unable to administer over the counter medicines such as ibuprofen or paracetamol for more than three days unless it is under the direction of the doctor or other health professional.

### Accidents/Emergencies

Any accidents/incidents that occur at the nursery will be written down on an accident/incident form which details the nature of incident/accident and action taken. This form is to be signed by the parent/carer to say they have been informed. In an emergency the nursery staff will act in *loco parentis* and apply emergency medical treatment or call an ambulance to take your child to hospital. Every effort will be made to notify you immediately. Please ensure your contact details are kept up to date.

### Improper Behaviour

Any form of assault, abuse or improper behaviour to staff and children will not be tolerated and the appropriate authority will be notified, service terminated and the nursery may prosecute.

### Policies

All policies are held in the office and are updated from time to time. Key policies are displayed on the Parent's noticeboard and shown to parents during the settling in period. All policies are available on request.

### Termination

The nursery reserves the right to terminate a child's registration without notice.

## Academic Day Nursery Fees

We implement the 15 hours and 30 hours Early Years Funding to all eligible children. This funding covers the cost of childcare and not essentials like meals or additional extras such as our weekly sports and music sessions. The funding is for 38 weeks of the year but as the nursery is open all year, we stretch the funding over the duration that we are open. We have a limited number of term-time only spaces. For children under 2 claiming 30 hours funding, we have added a voluntary fee of £57 per month for meals and additional extras that are not covered by the funding.

For over 2s claiming 30 hours funding, we have added a voluntary fee of £84 per month for meals and additional extras that are not covered by the funding.

For over 3's claiming 15 hours funding, we have added a voluntary fee of £42 per month for meals and additional extras that are not covered by the funding.

Please see our Funding Entitlement Policy and if you would like to opt out of these voluntary fees, please let Management know.

	3 days £87pd	4 days £82pd	5 days £82pd
<b>Under 2s (unfunded)</b>	<b>£1131pm</b>	<b>£1421pm</b>	<b>£1776pm</b>
<b>Under 2s (30 hour funded)</b>	<b>£361pm</b>	<b>£699pm</b>	<b>£1054pm</b>

	3 days £85pd	4 days £76pd	5 days £76pd
<b>Over 2s (unfunded)</b>	<b>£1105pm</b>	<b>£1317pm</b>	<b>£1646pm</b>
<b>Over 2s (30 hours Funded)</b>	<b>£380pm</b>	<b>£678pm</b>	<b>£1008pm</b>
<b>Over 3s (15 hours funded)</b>	<b>£743pm</b>	<b>£998pm</b>	<b>£1327pm</b>

We are open 50+ weeks of the year, and our fees are calculated weekly charge multiplied by the number of weeks of the year that we are open and then divided by 12 (months) to create a daily charge.

### SAVE MONEY ON YOUR NURSERY FEES!

With **Enjoy benefits**, using their Workplace Nursery Scheme, you can save over **£5000** on your nursery fees if you are a higher rate tax payer and over **£3000** if you are a basic rate tax payer. For more information call Enjoy benefits on **0800 088 7315** website [www.enjoybenefits.co.uk](http://www.enjoybenefits.co.uk). Or pick up a leaflet from the nursery.

The Government tax-free child care scheme helps eligible parents to get up to £2000 per year towards their child's fees. [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

A £200.00 deposit is required at the time of registration. This will be returned when your child leaves the nursery. (Please see the terms and conditions). This is non-returnable in the event that you do not take up a place.

***New Fees to start from 1<sup>st</sup> September 2025***

# Academic Day Nursery Funding Entitlement Policy

Academic Day Nursery welcomes the Government Funding for eligible children aged 9+months. Children become eligible on 1 April, 1 September or 1 January following them attaining the age of 9 months. The funding is for 38 weeks of the year but as the nursery is open all year, we stretch the funding over the duration that we are open. We have a limited number of term-time only spaces.

To be eligible for the Working Parent Entitlement (30hour funding) Parents/Carers must apply by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...). Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to always keep their child's eligibility valid. Academic Day Nursery will carry out verification checks on Hackney Learning Trust's Provider Portal, using the following data:

Your 11-digit eligibility code

Your National Insurance Number(s)

Your child's name, address and date of birth

## Dates for Funding Eligibility

Term	Deadline for Eligibility Application/Reconfirmation	Funding start date
Spring	31 <sup>st</sup> December	1 <sup>st</sup> January
Summer	31 <sup>st</sup> March	1 <sup>st</sup> April
Autumn	31 <sup>st</sup> August	1 <sup>st</sup> September

*(For parents/carers accessing the 15-hour universal entitlement for 3-4 year olds- no application is required. Academic Day Nursery will apply for funding on your behalf the term after your child's 3<sup>rd</sup> birthday).*

**Grace Periods** – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their Working Parent Entitlement / free hours. Once the grace period has expired:

Under 2s from working families will have to pay for all childcare provision privately.

2-year-olds from working families will have to pay for all childcare provision privately but may be eligible to apply for disadvantage 2-year-old funding (15 hours) if they meet the criteria.

3- and 4-year-olds from working families will only be able to access their universal free hours (15 hours) and must pay for any additional childcare provision.

Government funding is not intended to cover the costs of meals and snacks consumed by the child, other consumables, additional hours or additional services /activities such as events, celebrations, specialist tuition (for example music and sports classes) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.

Academic Day Nursery aims to provide a safe, clean, and consistent environment for all children. To support this, we provide enhanced provision with high quality childcare and education, however this can only be supported by enrichment costs. Below are just a few examples of the extracurricular activities that we provide and as well as essential provisions given during the day:

Children's meals (breakfast/lunch/tea, fruit/snacks)

External companies/activities

Trips to the park and local area and further afield (requiring higher staff to child ratios)

Christmas parties and other cultural/religious celebrations

Graduations Ceremonies.

Our fees include a monthly enrichment charge for the children to access these meals/snacks and enhanced provisions. We offer families the option to opt-out of the enhanced provisions where the setting will provide essential daily-use items for your child. Please note: If not enough parents contribute these enhanced provisions will no longer take place and provision that meets legal requirements will be in place.

To support the payment of chargeable items and private hours, working parents can use their Tax-Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](#) [Get Tax-Free Childcare: step by step - GOV.UK](#) giving up to 20% government support for all childcare costs. For families claiming [Universal Credit](#), there is up to 85% government support for all childcare costs.

**Opt Out Option:** For meals and snacks- the alternative available is to provide meals (breakfast, fresh fruit, lunch, afternoon tea and snack) prepared in line with our Meals Policy. Please note- we do not have the capacity to refrigerate meals brought in.

To opt-out, please let Academic Management know by sending us an email at [academicsdaynursery@yahoo.co.uk](mailto:academicsdaynursery@yahoo.co.uk)

## Registration Form

Child's name:		M / F	Date of Birth:
Address:			
Post Code:		Telephone:	
First language	Religion	Ethnic origin	
Parent 1 name:		Parent 2 name:	
Work address:		Work address:	
Home address (if different from above)		Home address (if different from above)	
Occupation:		Occupation:	
Work No:		Work No:	
Mobile No:		Mobile No:	
Email:		Email:	
National Insurance:		National Insurance:	
Doctor's name:			
Surgery's address:			
Surgery's Telephone:			
Name of Health Visitor:			
Emergency contact name:			
Emergency Contact Number:			
Medical info (allergies/conditions/special needs etc.):			
Special needs (dietary etc.):			

Please tick requirements

Monday	Tuesday	Wednesday	Thursday	Friday
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Are you entitled for free government funding?

15 Hours ☐ 30 Hours ☐ None ☐

Settling Date.....

Proposed start date: \_\_\_\_\_

I/we have read the terms and conditions and agree to comply with them.

(If completed by both parents, both to sign)

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_