Nuffy Bear Day Nursery

Thank you for your interest in Nuffy Bear Day Nursery. If you would like more information or would like to take a look around our Nursery please do not hesitate to contact us.

Cottingley Nursery

Nuffy Bear Day Nursery "Cottingley" is a new 58 place Nursery and is conveniently situated on the site of Nuffield Health's Cottingley Fitness and Wellbeing gym. The Nursery caters for children aged 3 months to 5 years where they will be grouped into rooms specially designed for their age and development. The nursery is uniquely qualified to teach your children to swim from the age of 3 and support your child being active.

Our Nursery benefits from enclosed outdoor garden, freshly prepared home cooked meals and snacks, swimming lessons for over 3's, ample parking and a free gym membership with every full time nursery place.

Address:	Cottingley Manor, Cottingley New Road, Bingley, BD16 1TZ
Contact Number:	01274 568080
Email Address:	charlotte.hewitson@nuffieldhealth.com
Website:	nuffieldhealth.com/gyms/services/nuffy-bear-day-nursery
Opening Hours:	07:00 – 18:00 Monday – Friday
Nursery Managers Name:	Charlotte Hewitson

Our Nursery Fees

Our Nursery Fees are based on 51 weeks

Session	Code	Hours	Price	Price per hour
AM Session	AM	08:00 – 13:00	£26.00	£5.20
PM Session	PM	13:00 – 18:00	£26.00	£5.20
All Day session	AD	08:00 – 18:00	£44.00	£4.40
Extended All Day Session	EAD	07:00 – 18:00	£46.00	£4.18
Early Drop Off	EDO	07:00 – 08:00	£5.00	£5.00
Deposit	£50			

Discounts

Tax-Free-Credit & Childcare Vouchers accepted

***Sibling Discount**	10% Discount is applied to the eldest child's nursery fee
***Refer a Friend**	5% off 3 months nursery Fees
Late Fee	First 10 minutes £20 - £2 every minute after

Early Educational Funding - We offer the standard 15 hours or the new 30 hours Early Education Funding. We can offer "Stretched" funding over 51 weeks to support parents and provide continuity of educational care. Please note that "Stretched" funding is slightly fewer hours per week than the Government entitlement. E.g. 30 hours Stretched funded, we can offer 20 hours per week for 51 weeks. Funding hours can be utilised within AM, PM or All day sessions.

*Terms and Conditions are applied, please discuss with a member of the Nursery Management Team for more information. Prices are reviewed annually and subject to change. Government Funding Sessions are subject to availability.

Admission Terms and Conditions

1. General Statement

1.1 When we admit a child to the nursery we sign to an agreement with the child's parent/carer. This enables us to work together in partnership to meet your child's needs and open to clear channels of communication.

1.2 At Nuffield Health we aim to provide high quality care and education for all children in the nursery setting. We will provide carefully thought out activities appropriate to the children's ages and stages of development, encompassing the Early Years framework. We will provide a safe, stimulating and caring environment where children feel valued and secure. Our objective is that by participating in a range of activities, children will develop physically, emotionally, socially and intellectually and will foster a disposition for learning independently and with others.

1.3 Nuffy Bear Day Nurseries are committed to ensuring that those working or using the nursery will be treated fairly and equally valued as individuals, whatever their race, gender, sexual orientation, disability, religion, culture or language. We will not tolerate words or behaviour that is discriminatory.

2. Learning and Child Development

2.1 All children joining Nuffy Bear Day Nurseries will have a learning journal. This will chart their progress through the nursery and will include milestones of their development. This is a shared document which parents have the opportunity to see when they wish and is shared regularly in a meeting with your child's key worker. Parents/carers are encouraged to make comments or add to the information in their child's learning journal by use of a WOW sheet.

2.2 If we feel that your child may benefit from extra help from outside agencies, such as a speech therapist, we will discuss this with you in a sensitive and confidential manner. If you feel that your child needs additional help, we will be happy to arrange this with you. All issues relating to individual children will be treated professional and confidentially.

2.3 Parents/carers have the opportunity to chat informally on a daily basis with their child's key worker and can request individual meetings when needed.

2.4 Swimming lessons are provided for children aged three and over as an addition to the child's learning; the sessions are subject to change to unforeseen circumstances and availability. The aim of the swimming lessons is primarily water confidence, learning simple strokes and having fun in a water environment.

2.5 Please provide your child with spare clothes in case of accidents or water play (please ensure you label your child's clothes).

3. Safeguarding

3.1 Nuffield Health team are cleared through DBS before supervising children. If a team member suspects child abuse of any type – Physical, neglect, sexual or emotional abuse, this will be reported to the designated child protection officer within the centre, who will in turn take appropriate action in accordance with the Local Safeguarding Children's Board as part of Nuffield Health's obligations to children. These concerns will be kept strictly confidential with the parent/carers, unless such discussions would place a child at risk of significant harm.

4. Security and Late Fees

4.1 The security and safety of your child is priority in the Nursery and we have detailed procedures in place to ensure that this is maintained at all times. In line with these procedures, all children are received by a member of staff at the beginning of the day and should be collected from a member of staff at the end of the day (please ensure you sign your child in and out of their session). In particular we ask that you notify the Nursery Manager in writing if you are making alternative arrangements for the collection of your child.

4.2 Please contact the Nursery if your child is unable to attend the Nursery through illness or other reasons. If you are unable to collect your child and wish someone else to collect you must notify the Nursery Manager. If an emergency occurs we ask that you provide a password known only to yourself and the person collecting so that we can ensure the safety of your child. Please ensure that your child is collected promptly and that you allow five minutes to discuss your child's day at the Nursery with the team.

4.3 Parents/carers collecting children late from the Nursery will be subject to a surcharge, details of which are displayed at the Nursery. Charges are made for the first 10 minutes and every minute thereafter. This is at the discretion of the Nursery Manager. Parents should be aware that the Nursery needs to close on time and the late fee system should not be abused.

5. Illness

5.1 If your child is ill please do not bring them into Nursery. We cannot give your child the one to one care they need when they are ill. Children on antibiotics must remain at home for the **first 48 hours** of the course. If they are then well enough to attend nursery they can do so. We will administer medicines that have been prescribed by your GP as long as you have signed a medication form.

5.2 If your child becomes hurt or ill whilst in our care we may need to take them to hospital. Children will be taken to hospital in an ambulance. We will do our best to contact you at once. It is very important that the Nursery have all contact numbers for you and that we can contact you at all times.

6. Financials

6.1 Fees are payable one month in advance and are worked out on a 51 week year (this allows us to close the week between Christmas and New Year). Bank holidays, periods of sickness and family holidays are not refundable. This is a general practice within all day care facilities. Parents/carers of children are required to pay a deposit when joining the Nursery; this is refundable when we receive notice of resignation of your child's place and all Nursery fees/invoices have been paid in full.

6.2 Invoice payments – Parents will receive an invoice by email around 26th of each month for the following month Nursery fees, all invoices must be paid in full by 5th of each month. The Nursery operates a policy on outstanding Nursery fees - after 15th of each month any child's account that is in arrears, the child will not be able to use the Nursery until the account is cleared.

6.3 Monthly DD – Calendar Monthly Direct Debit payment refers to parents paying for exactly the sessions booked, this varies each month. Standard Monthly Direct Debit payment - we will work out an average Nursery fee to be collected 1st working day of each month, your child's account may be in credit or arrears depending on the number of sessions in that month. This payment option is only available for full time children without funding; once the child is entitled to funding we will transfer you automatically to Calendar Month DD option.

6.4 Tax Credit – if you are utilising child care vouchers/Tax Credit, your invoice will be amended once we have received your payment, it is the responsibility of the parent/carer to arrange this benefit.

6.5 Funding – due to the popularity of specific days and times, some sessions may not be available, each Nursery operates a local allocation policy and Funding places are limited.

6.6 Ad hoc sessions – all ad-hoc sessions are to be paid for at time of booking at the Nursery.

6.7 Changes to regular sessions – we cannot swap regular sessions. You can arrange ad hoc sessions (as above) or if availability change your regular sessions (new financial agreement will be completed).

6.8 Unpaid Invoices - Parents with accounts arrears of over 30 days will initially be contacted by Nuffield to make payment and clear the outstanding balance. If you fail to make payment Nuffield will instruct a Collection Agency to recover the debt.

6.9 Cancelation – When terminating your place at the Nursery we require one month's notice of termination, in writing. If we do not receive this we reserve the right to withhold your deposit. If you leave without giving notice, we will use your deposit in lieu of fees and refund the difference or contact you for outstanding payment.

6.10 Deposits – deposits will be refunded once a child's has left the Nursery, and the account is clear of any outstanding balance. This will be arranged by the Nursery Manager via BACS.

6.11 Sibling Discount – 10% discount will be applied to your eldest child's account/invoice ONLY.

6.12 Nursery Rates are subject to change – Nuffield will notify you via your invoice email address of any changes to Nursery fees (minimum one months' notice).

6.13 We reward loyalty to those parents who refer a friend to the Nursery, for every friend that is referred to the Nursery 5% off yours and the new parents fees will be applied for a period of 3 months (the discount will take affect after the new parent has paid their 1st full months fees). For the 5% to be applied to your account the new parent must mention the person who referred them on the Financial Agreement. All referral promotions are at the discretion of the Nursery Management and subject to review.

6.14 Complimentary gym membership (one adult and Nursery child) is provided to those who utilise the Nursery full time (51 weeks/50 hours per week); this is at the Management discretion and can be revoked at any time. Complimentary membership will be automatically cancelled on the last day of a child Nursery session/ the date the session fall below full time/if the Nursery invoice is in arrears. All those receiving complimentary membership must adhere to the Terms and Conditions of the club.

7.1 Nuffield Health reserves the right to terminate this agreement with immediate effect if the Customer or Child demonstrates any physical or verbal abuse towards staff or other children. Nuffield Health reserves the right to terminate this agreement if we believe the nursery is unable to provide suitable care and learning for a child to make progress.