



BROOK INFANT SCHOOL  
AND NURSERY

## Information for Parents about Brook Infant Nursery

Thank you for showing an interest in Brook Infant Nursery. We hope that this answers most of your questions. However, if you require any further information, please feel free to contact Mrs Bagley in the Nursery on 01293 886521 or via email to [nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school) or Mrs Wellcome, Business Manager via email on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) for all payment queries.

### When should I register my child for nursery?

Children can start at Brook Infant Nursery from the age of two, you can therefore register with the nursery once your child becomes one year old. Waiting list forms are available on-line via our website ([www.brookinfant.school](http://www.brookinfant.school)). We will also need a copy of your child's birth certificate, please send a copy of this when you register to [nurseryadmin@brookinfant.school](mailto:nurseryadmin@brookinfant.school)

### How old does my child need to be in order to be considered for a place?

Children aged 2, 3 and 4 years old can attend Brook Infant Nursery and can start from their second birthday. Many children may be eligible for free entitlement funding – Please refer to the “Guide to your Child’s Nursery Fees’ document and go to <https://www.childcarechoices.gov.uk/> to see if this applies to you.

Any hours over the funded hours are charged at £9.70 per hour 2-year-olds and £7.15 per hour 3 & 4 year olds.

### Does The Brook Infant Nursery offer 30 hours free entitlement funding for working parents?

Yes. Please refer to the Guide to your Child’s Nursery Fees’ document.

### Can my child start when they are two years old?

Yes. Children may start from the day of their second birthday, but all sessions attended before free entitlement funding is claimed is chargeable. Please refer to the Guide to your Child’s Nursery Fees’ document.

The hourly rate for children aged two is £9.70.

### **My child is 2 in September but before the headcount week?**

You may be eligible for the 9 month – 35-month funding if they are present in Headcount week. Please refer to the Guide to your Child’s Nursery Fees’ document.

### **My child is two after the headcount week can I claim working funding?**

No, Funding can only be claimed for children who are attending nursery in the Headcount week. If they start after this date, they will have to wait until the next term for funding to be valid. The exception are children that qualify for the 2-year-old Local Authority funding which can be claim at any time. Please refer to the Guide to your Child’s Nursery Fees’ document.

### **Which sessions are available?**

The Nursery is open term-time, 38 weeks of the year. We are closed during school holidays, school inset days and polling day. We open in term time at 8.30am and our day ends at 3pm. Currently, there are four daily session options available:

<b>Options:</b>	<b>Session times:</b>
Option 1:	08.30 to 11.30 (3 hours)
Option 2:	12.00 – 15.00 (3 hours)
Option 3:	09.00 – 15.00 (6 hours)
Option 4:	08.30 to 15.00 (6 ½ hours)

We ask that all children are collected on time from Brook Infant Nursery. Unfortunately, if there is persistent and regular lateness in the collection of children, there will be a late penalty charge of £5 per day.

### **How many sessions should my child attend each week?**

We ask that children attend for a minimum of two sessions per week as this helps them to settle in and feel part of nursery life. However, children can attend for as many sessions as required, providing they are available. We will try to give you the sessions that you request, but unfortunately this is not always available, in which case we will try to offer you the next best available option.

### **Can I choose different options on different days?**

Yes. You can select a variety of session options within a week to suit your family life (please note sessions must be the same each week). However, once agreed, these arrangements can only be changed on a termly basis. We ask that 4 weeks’ notice is given of any change you wish to make for the next term. These changes will be conditional upon the availability of places.

### **Do I have to pay for the Nursery?**

Any hours not funded by the Government must be paid privately. £9.70 per hour for 2-year-olds and £7.15 per hour for 3 /4 year olds. An invoice will be sent a couple of weeks into the start of each term. The payment terms are 30 days. Anyone requiring a payment plan needs to agree this with Hazel Wellcome on sbm@brookinfant.school.

### **Basic 15 hours Free Entitlement**

Please refer to the Guide to your Child's Nursery Fees' document.

### **Working Families (30 hours) Free Entitlement Hours for Children**

Please refer to the Guide to your Child's Nursery Fees' document.

### **Cost For Private Hours**

The hourly rate for children aged three and four is £7.15 and the hourly rate for children aged two is £9.70. £3.00 for a meal in After School Club for bookings until 18.00.

For more information about the free entitlement funding refer to the guide to your child's Nursery Fees' document or visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Alternatively contact Hazel Wellcome (Business Manager) at sbm@brookinfant.school.

### **How will decisions about the allocation of places be made?**

Our guiding principle is to offer the highest quality education and care to as many local pre-school children as possible. Allocation of places will be based strictly on the criteria in our Admissions policy. Please refer to our Admissions policy on our website for more information.

### **When will I hear if my child has been offered a place?**

You will receive a letter at the beginning of the term before they are due to start informing you whether your child has been offered a place. The letter will indicate what sessions your child has been offered. You must inform nursery as soon as possible if the sessions are not suitable.

### **What happens if my child is not offered a place or the particular sessions I have requested?**

We will contact you in writing to let you know if no spaces or different spaces to those requested are available. We do operate a waiting list and so if sessions become available, we will contact you.

We do however, request that you notify us as soon as possible if you no longer require sessions for your child. Please refer to our Admission Policy.

**Will you have spaces available to start in January or April?**

We cannot guarantee that spaces will still be available in January/April as we may be full in September. We expect some movement of sessions in January, but we are unlikely to take on new children in April.

**Is space in the wrapround care guaranteed?**

Breakfast and After Schools clubs are very popular and cater for children from age 2 to 11. Due to staffing ratios, we can only offer a set amount of Nursery places. Please request wrapround care needs with your sessions request. We run a waiting list for any sessions not available.

**Is there an induction process for my child?**

Yes. Once a place has been offered parents will receive a letter inviting them to a meeting. At the meeting an induction pack is handed out with details of the induction process and forms to be completed. If you are unable to attend the meeting and do not collect your child's pack within 2 weeks your place may be reallocated. This meeting will be followed up with a home visit by the nursery team and a stay and play session for your child.

**Once my child starts, how do I communicate with nursery?**

Working in partnership with parents is essential to your child's continued development and learning. Please refer to our Parent Handbook on our website for more details.

**If my child gets a place in the Nursery, will they automatically get a place in one of the school's reception classes?**

Although not guaranteed many families are successful in gaining a place. The local education authority manages admissions into school. You will receive information about school admissions in the autumn term before your child is due to start school. For school admissions, parents should contact the West Sussex County Council Pupil Admissions Office on 033301 42903.

**We look forward to receiving your registration form. We know your child will be very happy in our Nursery and we look forward to working closely with you.**