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 brooknursery@brookinfant.school or Mrs Sutton, Business Manager via email on 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 one year before your child is due to start. Waiting List forms are available from the school office or on-line via our website (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 brooknursery@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. Some children may be eligible for free entitlement funding at age 2 – please go to https://www.childcarechoices.gov.uk/ to see if this applies to you.

All children are eligible for 15 hours of free entitlement funding from the term after their third birthday. Free entitlement funding (for age 3 and 4 children) becomes available as follows:

Your child's date of birth	**Availability of Free Entitlement funding from the Government**
Children born between Sept 1st - Dec 31st	Funding starts the following January
Children born between Jan 1st - March 31st	Funding starts the following April
Children born between April 1st - Aug 31st	Funding starts the following September

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

Yes. All parents of nursery children aged three and four are entitled to the basic 15 hours of free nursery funding and some working parents are entitled to an additional (called extended hours) 15 hours (30 in total) per week. The criteria for the additional 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;

- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and earn less than £100,000 per year.

  Please note this includes employed and self employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who can't work because they are disabled or have caring responsibilities, could also be eligible.

To find out if you are entitled to claim the extended 15 hours, please visit www.childcarechoices.gov.uk. Once you have been granted the additional 15 hours, you will be given a code which you must write onto your Free Entitlement Declaration form - we use this code to request your funding.

Can my child start when they are two years old and before their free government funding is available?

Yes. Children may start privately from the day of their second birthday but all sessions attended before free entitlement funding is claimed is chargeable. **Private places will only be allocated up to one month before your child's birthday**, for example for a birthday on 1st November, private places can only be allocated from 1st October.

The hourly rate for children aged three and four is £6 and the hourly rate for children aged two is £8.50.

Further details and eligibility criteria for free entitlement funding for children aged 2, 3 and 4 can be found at:

http://www.westsussex.gov.uk/living/children_and_families-1/choosing_childcare/paying_for_childcare/free_entitlement.aspx

Which sessions are available?

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

Options:	**Session times:**
Option 1:	8.30am to 11.30am (3 hours)
Option 2:	12.00 – 3.00 (3 hours)
Option 3:	9.00 – 3.00 (6 hours)
Option 4:	8.30am to 3.00pm (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 have to be the same each week). However, once agreed, these arrangements can only be changed on a termly basis. We ask that 4 week's notice is given of any change you wish to make for the next term. These changes will be conditional upon the availability of places. Please note there is a £20 charge for changes to sessions made mid-term without the 4 week's notice.

Do I have to pay for the Nursery?

Basic 15 hours Free Entitlement
We claim for the basic 15 free entitlement hours for parents of children aged three and four and this is available to claim in the term after the child's third birthday. Parents will need to complete their Free Entitlement Parent Declaration Form and return to the nursery – failure to complete the declaration form will result in free entitlement hours not being claimed and hours being chargeable. We can only claim this funding if your child is attending nursery in the week of headcount day, which is usually two weeks from the start of each term.

Extended (30 hours) Free Entitlement Hours for Children Aged Three and Four and Free Entitlement Hours for Children Aged Two
It is the parent's responsibility to claim online for free entitlement hours for children aged two and for the extended 15 hours (total of 30 hours) for children aged three and four. Parents will need to make the application on line and then write their unique code on the Free Entitlement Parent Declaration Form. Please go to https://www.childcarechoices.gov.uk/ for more information. Parents will need to complete their Free Entitlement Parent Declaration Form with their unique claim code and return to the nursery – failure to complete the declaration form will result in free entitlement hours not being claimed and hours being chargeable. Free entitlement funding for children aged two can be applied for at any point in the term. Extended (30 hours) funding can only be claimed if the child is attending nursery in the week of headcount day.

Please note that parents who claim the extended 15 hours (30 hours in total) will need to re-confirm their free entitlement code every term to ensure that their funding continues. Each application made provides funding for the next term only. It is parent's responsibility to log into their childcare account termly to ensure their funding continues – please note that if details are not re-confirmed termly then the government withdraws funding and hours will become chargeable.

Cost For Private Hours
The hourly rate for children aged three and four is £6 and the hourly rate for children aged two is £8.50.

For more information about the free entitlement funding, please visit www.childcarechoices.gov.uk. Alternatively contact Jo Sutton (Business Manager) on 01293 886521.

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.

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?
No. 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 schools admissions, parents should contact the West Sussex County Council Pupil Admissions Office on 033301 42903.

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