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## Newbold and Tredington C of E Primary School Debtor Policy

At the start of each month parents/ carers will receive an invoice for their child's nursery provision via email or paper copy as requested.

Invoices should be paid within 2 weeks, however, if full payment is not received by the end of the month, the child's/children's place(s) will be suspended for one week until full payment is received.

If full payment is not received by the end of the suspended week then the child's/children's place will be offered to the next child on the waiting list.

## Menu

Before and After School Club

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Cereal Yoghurt Toast Juice	Cereal Yoghurt Toast Juice	Cereal Yoghurt Toast Juice	Cereal Yoghurt Toast Juice	Cereal Yoghurt Toast Juice
<b>After School</b>	Crackers and Cheese  Veg Sticks	Cheese or Ham Sandwiches  Veg Sticks	Jam or butter on Toast  Veg Sticks	Crumpets  Veg Sticks	After School Closed

Individual dietary needs will be met, please speak with a member of staff. **Reminder Breakfast is 8am to 8.40am. To ensure you child has time to eat their breakfast before school, they need to be at school by 8.20am the latest.**



**Before and after school club is not included in NEF hours.**



Newbold and Tredington C of E Primary School,  
Moss Lane, Newbold on Stour, CV37 8TU  
(01608) 661568 or (01789) 450349



Newbold and  
Tredington C of E  
Primary School

# Day Nursery



Creating a Chance to SHINE Every Day

Newbold and Tredington C of E Primary School Day Nursery is run by the governing body of the school and management is delegated to the Nursery Manager. The Nursery is located at the Newbold site along with Reception and Year 1 children. This helps to promote strong links with the school and makes the transition from nursery to school as smooth as possible

### Meals

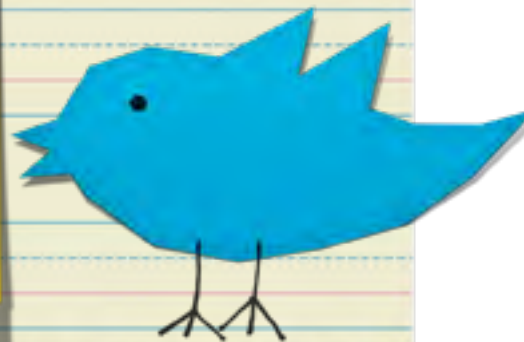
Snacks during the day and a light tea at 4.00pm are included in the price.

Hot lunches are available daily. If you choose to have packed lunch, then all packed lunches should contain an ice pack as refrigeration is not available. In line with the school Healthy School policy lunch boxes should not contain sweets or chocolate.

The nursery offers a secure outdoor play area and has the use of the school facilities to enhance learning.

Our policies and procedures are available for parents to read. We recommend that parents look at our Parents Information board when dropping off or picking up.

The nursery currently operates during Warwickshire term time, but we are reviewing opening over the holidays.



### Sickness

If your child is ill please contact the Nursery (01789 450349) to let us know. If your child is not well enough to cope with their session, then please do not send them. It can cause distress to the child and spread infection to others. Your child should not be at Nursery if they have a temperature or for 48 hours after a bout of sickness/diarrhoea.

## SETTLING IN

We would be delighted if you can start your child's learning at Newbold and Tredington C of E Primary School and Day Nursery.

After filling in your request for sessions form and returning this with your deposit, you will receive confirmation of your child's sessions and start date.

Introductory sessions can be arranged depending on your child's needs.

If at any time during your child's sessions at nursery they become very distressed and we are unable to settle them, a member of staff will contact you to inform you of the situation. All parents/carers are welcome to call the nursery at any time to enquire how their child is and whether they are settling in to their session.

### Nursery Education Funding

From September 2017 it may be possible for each child to claim for a maximum of 30 hours free care per week from the term after their 3rd birthday. Funded hours are set between 9.00-12.00 and 1.00-4.00. Additional hours will be charged for at an hourly rate of £4.50.

Breakfast club is also available at £5.00 which includes cereal, toast, fruit juice etc.

Fees will be reviewed annually, we will always aim to provide affordable education and childcare for the children attending our nursery. At least one months notice will be given of any fee changes.

### Late Collection

In the case of late collection a charge has to be made to provide adequate staff cover:

Up to 30 minutes late £10.00 set fee

Over 30 minutes £1.00 per minute

Session name	Session Time
Full Day (including hot lunch)	8.00-4.30
Half Day AM/PM	8.00 - 12.00 or 1.00-4.30
School Day	9.00-4.00pm
Early school day	8.00 - 3.30
AM/PM session	9.00-12.00 or 1.00-4.00

Lunchtimes are not included in the NEF hours and are £4.50 for the session.

Hot lunches will be charged at an additional cost set by the school, this cost currently stands at £2.20. Please inform the nursery if you wish to provide your child with a packed lunch.