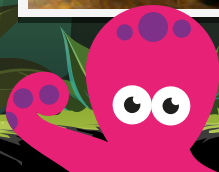


LET'S EXplore

DAY
NURSERY



Welcome to Lets Explore Day Nursery

Our Nursery in Horley

At "Lets Explore" we aim to create a friendly and homely environment for your child that offers the opportunity to learn through play, within the guidelines laid down by Ofsted.

Our nursery cares for children from birth to five years old and we are registered with Ofsted and are members of the National Day Nurseries Association.

We aim to give parents the chance to balance family and work responsibilities with minimum tension and maximum stability.

Our experienced and qualified DBS checked staff will give your child the highest quality of care throughout the day and record your child's progress and development.

We offer your child the scope to acquire and master skills, learn to communicate, gain confidence and most of all to have fun.

We present a wide range of activities which promote your child's physical, intellectual, emotional and social skills, as well as language development. These skills will be developed through both organised and child-led play to stimulate initiative and imagination.

Our baby unit caters for little ones under two years old within a comfortable setting. We offer the opportunity to explore and learn in a safe environment and each child has their own cot or bed for rest periods.

As the babies approach their second birthday, they are gently integrated with the older children to make the transition from the "baby room" seamless and enjoyable.

Lets Explore Day Nursery is located in ever growing Horley town, with fantastic links to London by train and close to Gatwick Airport.

The Lets Explore venue also houses one of the most popular children's soft play centres in Surrey.

The Lets Explore Day Nursery will give your little explorers a fantastic opportunity to discover both indoor and outdoor environments with their own dedicated nursery garden and access to the Lets Explore soft play area.

For more details please call on **0330 055 3336**.



Early Years Foundation Stage

At Lets Explore we know that it is important to give your child the best start to their development and education - as parents and guardians you play a vital role alongside us. We ask you at your settling-in visit for information to help us know where your child is currently in their development.

We continually assess the children and use this information to help your child develop across all the areas of learning. The staff plan activities that cover a broad and balanced curriculum within a range of opportunities. We have a topic-based curriculum and try to include interests of the children within this.

We will be introducing all families to 'Famly', which is an online tracking system that allows you as parents to log in and see what experiences your child is having, and for you to leave comments and experiences they have outside the nursery.



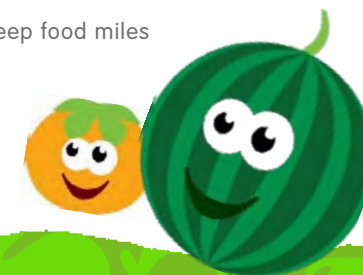
Healthy Eating

From birth, children go through a rapid series of growth and development milestones. Solid nutrition must support all these stages to ensure that a child has enough energy for a busy day of learning and play.

Here at Lets Explore we have partnered with Zebedees, the UK's leading nursery meal provider, to deliver fresh and delicious nutritionally balanced meals.

Zebedees employ a nutritionist to ensure that their meals are low in salt and added sugars but support the high energy of children. The menus also cover a range of dietary requirements to ensure all children receive a well-balanced meal that fits with cultural diversities or medical requirements.

What's more, Zebedees work closely with local suppliers across the South to keep food miles to a minimum and dovetail with their environmental policy.



For more information on Zebedees visit www.zebedees.co.uk.

General Information

Admissions

When Lets Explore Day Nursery has available places they will be offered to children with fully completed application forms.

The nursery place will be offered to the parent/guardian informally by telephone and then confirmed in writing.

Parents are then invited to visit the nursery with their child before the start date. This provides the opportunity for parents, guardians, and the child to meet and speak with staff, familiarise themselves with the nursery routine and get to know the other children.

Parents are welcome to stay with their child until they feel ready to leave them. We always suggest the child is introduced gradually into the nursery environment.

The staff will work with each parent and child to ensure entry to the nursery is a positive experience

Inclusion / SENCO

Lets Explore believes that no child should be excluded from the nursery's activities because of special needs or disabilities as defined by the Children Act 1989 and/ or the Education Act 1993.

Lets Explore will support our little explorers with learning difficulties and disabilities, and will work with outside agencies to meet the child's needs.

Where learning difficulties or disabilities are a factor, we will aim to acquire the necessary information about the specific condition to further support parents.

Lets Explore will offer staff training (where possible) to increase their knowledge and skills so that each child is offered equal opportunities within the nursery.

Safeguarding

As part of the registration process, we are duty bound to inform the local authority's Children's Services of any worries we may have regarding a child's welfare and safety.

Inclusion

Lets Explore Day Nurseries are committed to recognising and responding sensitively to the needs of any child or parent/guardian regardless of age, gender, class, family status, ability, disability, race, colour, ethnic origin, culture, religion or belief.

Lets Explore will accept people's differences and treat each person as an individual.

Security

The security and safety of all the children in our care is our main priority. Therefore, we ask that you comply with our policies to guarantee this. When registering your child at Lets Explore you will be given an 'authorisation to collect form'. You must return this as soon as possible with the necessary supporting documentation and a photograph of any persons you authorise to collect your child from nursery. If we do not have this form on file, your child WILL NOT be allowed to leave nursery with ANYONE other than the main carer.

Zero Tolerance Policy

We will not tolerate aggressive or abusive behaviour towards our staff. Any parent or member of the public found to be in breach of this will be asked to leave the premises.

Parent – Pack

Once registered at Lets Explore you will be issued with an 'Explorers Pack' which contains all the information regarding our policies and necessary guidelines. You will appreciate that we must have rules and regulations, and we ask that you read this pack carefully to ensure the health and safety of all the children in our nursery.

Children Act 1989

Lets Explore Day Nurseries are registered by Ofsted who inspect us regularly to ensure we comply with the Children Act 1989. A copy of our inspection reports will be available at Reception and viewable online.

Fees

Lets Explore Day Nursery is open five days a week, 52 weeks a year (excluding bank holidays). We offer full day care either on a full week, part week or sessional basis.

Our normal opening times are 8am-6pm, but limited places are available from 7am-8am and 6pm-7pm. Please speak to the Nursery Manager regarding availability. To provide flexibility for parents, a charge of £8.90 per hour is charged outside normal nursery hours however these sessions MUST BE PRE-BOOKED.

Unlike other nurseries we DO NOT charge a registration fee, but do apply a late payment charge of £25 to outstanding invoices over 30 days outstanding.

Tax-Free Childcare

Parents can now get up to £2,000 per child, per year, for children under the age of 12, and £4,000 for disabled children under 17. The criteria for this is:

- For working families (including those who are self-employed) across the UK
- With children aged under 12 (or under 17 for disabled children)
- For every £8 paid in the government will add an extra £2 (up to £2,000 per child, per year) towards childcare costs. This means you can get up to £500 every three months per child

A parent and their partner will need to expect to earn (on average) the equivalent of working 16 hours a week at the national minimum wage (£120 at the national living wage, less for people on the national minimum wage) and earn less than £100,000 a year each. If they are on maternity, paternity or adoption leave for another child, or unable to work because they are disabled or have caring responsibilities, they could still be eligible.

Tax-Free Childcare can be used with both the 15 hour and 30 hour schemes. It can't be used at the same time as childcare vouchers, Universal Credit or tax credit.

Parents can find out more about the full government childcare offer at www.childcarechoices.gov.uk. Parents can use the Childcare Calculator, and apply for Tax-Free Childcare and/or 30 hours free childcare through the Childcare Choices website.

Educational Nursery Funding

Lets Explore Day Nursery is registered by Ofsted and therefore accepts Government nursery funding for children the term after their third birthday. There is limited funding available for two-year-olds. Please ask the Nursery Manager for further details.

15 Hours funded childcare

All 3 to 4-year-olds in England can access 570 hours of funded childcare per year. This entitlement is usually taken as 15 hours a week for 38 weeks of the year, however, at Lets Explore we also provide the option of using 11.17 hours of funding over the 51 weeks of the year that we are open, allowing this entitlement to be used year-round. Please speak to the nursery manager about what option may best suit you.

30 hours funded childcare

You may be able to get 30 hours free childcare if:

- you live in England
- your child is 3 to 4 years old

Your eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

If you are eligible for 30 hours of funded childcare, you will receive an additional 570 hours of funded entitlement per year, totalling 1,140 hours. This is typically offered as 30 hours a week for 38 weeks of the year, however, at Lets Explore we also provide the option of using 22.35 hours of funding over the 51 weeks of the year that we are open, allowing this entitlement to be used year-round. Please speak to the nursery manager for more information.

If children access Government funded places from another provider, it is your responsibility to inform us.

The funding provides an educational curriculum. All two-, three- and four-year-olds are entitled to just use their funded entitlement, however, should you want your child to attend for more than their funded hours, these will be charged for at our standard session rate. The funded entitlement will be delivered in line with the curriculum guidance for the EYFS. Funding hours will be shown as free on your invoice.

We offer a limited number of spaces for funded two-year-olds, this entitlement is known as Funded Early Education for two-year-olds (FEET). You can check your eligibility for this entitlement through the childcare choices website www.childcarechoices.gov.uk. Two-year-old funding is offered with the same flexibility as the 3- & 4-year-old funding, please ask the nursery manager for further details.

Parents can apply for 30 hours childcare at the same time as Tax-Free Childcare; via the childcare service. To qualify a parent and their partner will need to expect to earn (on average) the equivalent of working 16 hours a week at the national minimum wage (£120 in 2017- 18 at the national living wage, less for people on the national minimum wage) and earn less than £100,000 a year each. If they are on maternity, paternity or adoption leave for another child, or unable to work because they are disabled or have caring responsibilities, they could still be eligible.

Paid Sessions

The fees listed below apply for 2023 and are calculated annually. They are charged on a monthly basis, in advance of attendance, and are due on or before the first of the month.

Weekly

£380.00

Daily

£82.50

Half Day AM/PM

£44.50

School Day Session

£51.00

Morning/Afternoon Session

£25.50

Additional Hour

£8.90/h

Early Start 7am - 8am

£8.90

Late Pick-up 6pm - 7pm

£8.90

Products



Uniform
Hoodie
£12.99



Uniform
T-Shirt
£5.99



Uniform
T-Shirt (Pack of Three)
£14.99

Terms and Conditions

Parents are strongly advised to read the following terms and conditions thoroughly. You are reminded that having signed the application form to register your child with Lets Explore Day Nurseries you have agreed to be bound by these terms and conditions as stated.

1. Invoices are due on the 1st of each month in advance of attendance. Parents or guardians are responsible for all fees billed, even if the fees are to be paid by a 3rd party, e.g. Local Authority, college or work place. If they fail to pay, for whatever reason, parents will be expected to pay the outstanding amount immediately.
2. Failure to pay promptly will result in your child being refused entry to nursery and eventually losing their place. Continued non-payment of fees will always be taken seriously and court proceedings will be instigated.
3. Lets Explore Day Nurseries will not operate on Bank Holidays (fees are calculated to factor in Bank Holidays). There will be no refunds made in the unlikely event that the decision is made to close the nursery due to adverse weather conditions or other situations out of our control.
4. There will be no refunds for sickness or holidays as your child's place is secured throughout the year. It is not possible to arrange for a child to "make-up" time in the case of an absence from nursery.
5. A rate of £5 will be charged for every five minutes that any child is collected later than their pre-arranged time, as this can severely affect the staffing ratios, as laid down by Ofsted. These charges can increase to a maximum of £100 and are payable on collection.
6. Fee increases will be notified four weeks in advance and any changes to these terms and conditions will be displayed on the notice board and on our website.
7. If your child attends nursery on a monthly basis and you intend to remove them from Lets Explore or change attendance times, a minimum of one month's written notice or one month's fees in lieu of notice is required. We will endeavour to accommodate all requests.
8. The Day Nursery retains the right to use their absolute discretion in deciding whether or not to accept any child. The Nursery retains the right to require the removal of any child from the setting by giving 24 hours written notice.
9. Lets Explore retains the right to refuse any child entry to nursery if they are deemed unwell and will ask parents to collect their child if they become ill whilst at nursery. In an emergency the nursery reserves the right to call a doctor or have the child taken to hospital should it be considered necessary.
10. If your child receives Nursery Education Grant Funding and you fail to complete or sign a funding form, you will be liable to pay Lets Explore Day Nursery Ltd for 15 or 30 hours (whichever is applicable). It is your responsibility to inform us if you are claiming whole or part of your 30 hours funding with another provider, or if you find you are not eligible for the funding.
11. By signing a Nursery Education Grant Funding form, you are agreeing to Lets Explore Day Nursery Ltd claiming 15 or 30 hours of funding on your behalf for the WHOLE TERM. If you decide to remove your child during term time there will be NO refunds of NEG for that funding period. Whilst we endeavour to accommodate parental requests for times and days for your 15 or 30 hours of funded childcare, all places are due to availability and at the discretion of the Nursery Manager.
12. If your child attends breakfast and/or after school clubs at Let Explore Day Nursery Ltd, your fees will be billed on a half termly basis, with payment due on the first day of that half term. There will be no refunds if your child does not attend for the whole of that half term.



**We look forward
to seeing you soon!**

Lets Explore Day Nursery team



0330 055 3336 | lets-explore.com

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