

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

BSUH NHS Trust Workplace Nurseries welcomes children of the staff from the Trust, also the children of employees of their key local partners including other NHS Trusts, Primary Care Trusts, and South East Coast Ambulance Service.

The nurseries provide a small proportion of places for other public sector workers and general public use.

We welcome prospective parents and carers to view the nursery at any time but advise that an appointment be made to ensure that the Nursery Manager or Deputy Manager is available to spend time with them.

Although every effort will be made to meet the requests, parent and carers will be advised to also consider alternative arrangements, as the demand for places in our nurseries can be very high and it may not always be possible to allocate a nursery place.

If the place is not yet required or there are no current vacancies then the form will be entered on the waiting list, stating the date the Nursery Manager received application form.

BSUH Nurseries recognise the important contribution of diversity in all families which is considered when allocation of places is given to parent/carers following criteria below.

- As a workplace nursery the Parent or Carer works for BSUH NHS Trust
- The length of time on the waiting list
- The number of spaces in the group specific to the age of the child and the number of sessions available.
- A sibling of the child attends the nursery
- A full time place takes priority to one requiring part time
- Both parents/carers are employees of the Trust
- Previous refusal of allocated places
- Previous nursery arrears
- Request for 'Local Authority funded only' session
- 1:1 support for a child with SEND. Sessions will be agreed with the parent/carers and Local Authority in line with appropriate nursery staffing levels to support reasonable adjustments i.e. EY funded hours, morning or afternoon sessions.
- The need of the child, if support is beyond reasonable adjustments.

*\*Please note children with additional educational needs are welcomed and seen as providing a valuable contribution to the setting. (See Special Educational Needs and Disability Policy)*

Unfortunately our nurseries are unable to support with 'Term Time Only' sessions or 'Adhoc Only' sessions unless in emergency circumstances and discussed with the Nursery Manager.

### Nursery Registration Fees

On acceptance of a Nursery Application Form a non-refundable deposit of £10.00 is required to secure the place for your child on the waiting list. The Registration Fee is to cover administration costs. This involves communication, publication of nursery leaflets and documentation and staffing to support with 'show rounds' and 1:1 meetings. During admission period the Nursery Manager will discuss fees this will involve your fee rate and method of payment. *(Please see Nursery Fees policy)*  
Fees are based on a structure of salary under the NHS 'Agenda for Change' banding. A separate fee rate is for parents and carer or other public sector workers/general public.

### Offer of a Nursery Place

We will contact the parent or carer to confirm the availability of a place usually 6 to 8 weeks in advance of a requested start date. However if an application to the waiting list has been submitted for a significantly long period i.e. before maternity leave than the Nursery Manager will periodically contact you to discuss your requests of sessions and start date. *\*Please note for those that are on the waiting list for a significantly period of time this does not guarantee you a nursery place until you have formally agreed a start date with the Nursery Manager.*

As soon as we have knowledge of a place becoming available we will contact the parent or carer by telephone or email to offer the place.

We will attempt to contact the parent or carer by email or telephone over a period of 3 weeks. If we are unable to contact the parent or carer we will assume that a place is no longer required for their child and will change their status to 'Inactive' on the waiting list. When considering a place from the date that the offer is made, the parent or carers has a maximum of 10 days to decide whether to accept the place. If the parent or carer fails to contact us or confirm acceptance of the place within this period the place will be offered to the next child on the waiting list. If we receive no contact from the parent once a place has been offered, their child will become 'inactive' on our waiting list

### Admission of a Nursery child

Once a nursery place has been offered, settling sessions will be offered to you and your child to ensure that your child settles well into the nursery environment.

During the settling session you will have the opportunity to discuss any issues with your child's 'Key Person' and complete relevant admission forms, details of your child's birth certificate / passport number will be required, plus named persons with 'Parental Responsibility'.

Your Key Person will also introduce you to the other staff in your child's room and explain the daily routine and the child observation development records.

The Nursery Manager will take time to discuss with you the times you wish your child to attend and give you guidance to the BSUH Nurseries policies and answer any other queries.

Nursery security is paramount. On completion of your admission form, you should notify the nursery of who will collect your child each day. If there is anybody who is not permitted to collect your child, then parent or carer need to inform management in writing. We use a password system to ensure the safety of your child. You choose a password memorable to yourself on admission to use to collect your child. This password should only be shared with other people when they need to pick up your child. A copy of

all passwords will be stored in the office and will be checked before we allow your child to leave with an unfamiliar face. This will ensure that an authorised person only collects your child.

### Nursery Fees

*Please refer to our Fee Policy.*

Parent and carers are fully refunded for Public Holidays and one week between Christmas and New Year.

In the event of an unforeseen event which results in the nursery needing emergency closure than a full refund of the session will be given.

If your child is absent all charges will still apply for example sickness and annual leave.

However in Special / Exceptional circumstances you may request a meeting with the Nursery Manager or Childcare Service Manager to discuss your child's absence.

The fee rate is based on the parent or carer who is highest earner if both work for the Trust.

In the case of a child attending whom an extended family member is a NHS employee they will be charged at a General Public rate unless the contract agreement of payment is in the name of the extend family member i.e. Grandparent.

### Additional Sessions

A child attending an additional session above the contractual agreement will be charged at the usual nursery fee rate.

Cancellation of an additional session is fully chargeable if less than **48 hours' notice**

BSUH Nurseries recognise there are occasions when you may be required to alter your rota shift or attend training on a day that is not within you usual pattern therefore if possible and at the discretion of the Nursery Manager than an agreed swapping of attendance may be offered. This will be for a period of up to 1 week only.

### Early Years Funding

*Please refer to the Early Years Entitlement Policy*

In accordance with the Free Entitlement the core teaching times at the Wendy House and Sussex House Nursery are:

Morning session 9am – 12noon

Afternoon session 1.30pm – 4.30pm

We spread the Local Authority Funding over a period of 47 per year claiming 12 or 24 hours per week.

As BSUH Nurseries predominately provides a service for employees of Brighton & Sussex University Hospitals NHS Trust the sessions offered in the nurseries are designed to support the working patterns of the varying departments within our hospitals.

Sessions are of 4.5hrs and 9hrs per day and the entitlement formula allows 3 or 6 hours free entitlement hour with the remaining hours to be paid at the normal nursery rate relating to your salary bracket. Therefore there is a restriction of offering only funded hours within the service agreement of sessions.

BSUH Nurseries are able to offer a limited amount of funded only places with an increase offer if there is a lack of fulltime spaces for working Parents and Carers on our waiting list. Funded only hours will be offered : 9am to 12noon/1.30pm to 4.30pm or 9am to 3pm

### Late Collection

Frequent Late Collection will result in termination of a nursery place (refer to *Arrivals and Departure Policy and Safeguarding policies*)

### Activities and Additional Costs

BSUH Nurseries believe that all children should have fair and equal access to meals, snacks and activities.

Fees are inclusive of meals and refreshments.

Breakfast: Cereal, Toast with spreads,

Snacks: Fruit, Vegetables, Hummus, Crackers

Cooked Lunch: 2 week menu displayed in nurseries

High Tea: Selection of sandwiches, fruit occasionally yoghurt and other foods

Drinks: Water and Milk

Where possible we will support and make reasonable dietary adjustments to support a child with an allergy or intolerance or religious/cultural/lifestyle preferences.

We accommodate with gluten free bread, dairy/wheat/gluten free and vegetarian cook lunches however the Nursery Manager will discuss with the parent and carer the child's individual dietary requirements and may advise to supply additional foods from home. No change to the nursery fee. (please ref to Food and Drink Policy)

\*Please note the nurseries are a NUT free area.

BSUH Nurseries provide a rich learning environment and will strive to bring various learning opportunities within the nursery and occasionally outside the nursery premises. This can be in the form of external professionals supporting sport or literacy activities or local outings. Where reasonably possible BSUH NHS Trust will financially support these activities however there maybe occasions when we are for a small contribution from parents or carers.

### Absence of a Child

We request that you contact your child's nursery at the earliest possible opportunity if they are not attending. As part of our legal responsibilities frequent and unexplained absence will be recorded as part of our safeguarding procedures.

*Reporting of an absence should be by telephoning the nursery or by email. We request that parents and carers do not discuss nursery matters through personal messaging or social networking to staff or other parent/carers.*

### Useful Information

- All Nursery staff wears uniform with nursery logo for identification.
- There is a photographic and name board in the main corridor of all staff working in the nursery.
- When a vacancy becomes available in the next age group you will be notified of the room that you child will be moving into.
- Our nurseries usually operate at full capacity and places usually become available only when children leave. Therefore we are reliant on children leaving and also sometimes on room capacity to be able to offer you a place

Reviewed 18<sup>th</sup> November 2019,  
Mrs Tracey Gregory, Childcare Services Manager  
Mrs Samantha Scott, Sussex House Nursery Manager  
Mrs Lorraine Brunton, Wendy House Nursery Manager

Written 22nd September 2017  
Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager  
Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital  
Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital