



**ST ANNE'S COLLEGE  
OXFORD OX2 6HS**

**Tel: +44 (0)1865 274800**

Dear Parent

Thank you for your enquiry concerning a place at St Anne's College Day Nursery. There are no vacancies at present. If you would like to be placed on our waiting list, a £50 deposit is required. We look forward to hearing from you.

Yours sincerely,

**Laura Watson**  
Nursery Manager

## St Anne's College Day Nursery

Application form to be returned to: St Annes College Day Nursery, Woodstock Road, Oxford,  
OX2 6HS

[Tel:01865274868](tel:01865274868)

Email: [nursery@st-annes.ox.ac.uk](mailto:nursery@st-annes.ox.ac.uk)

Name of parents: Mother:.....Father:.....

Name of child:.....

Home address:

.....  
.....

Home phone number: .....

Mobile number: .....

Email address: .....

Child's D.O.B: ..... Age place required:.....

**NB Part-time places are for a minimum of two full days only: Mon-Tues or Thurs-Fri (2 day); Mon-Tues-Weds, or Weds-Thurs-Fri (3 days). Priority will be given to those requiring full time places.**

Attendance required: Full-time/Part-time (Please specify 2 or 3 days, as above, if part-time.)

.....

Approx. date at which child will leave: .....

Work phone number: Mother: ..... Father: .....

Place of work or College Department: .....

Mother : ..... Father: .....

.....

Are you a member of St Anne's College: .....

Emergency number:

Name: ..... Phone number: .....

(Someone we may contact in an emergency if both parents are unavailable.)

Medical history

Doctors name: .....

Surgery: .....

Tel No: .....

Any allergies or other medical problems: .....  
.....

Consent form:

Sometimes we like to take the children for a short walk. We need your consent for this and also to take your child to hospital in an emergency.

Signature: ..... Date: .....

This form is private and confidential and will be seen by Nursery staff and nursery fellows only.

## St Anne's College Day Nursery

St Anne's Nursery is a full-time day nursery, located in the purpose-built building within the grounds of St Anne's College. It caters for up to 12 children, aged 6 months to 5 years, and is open all year round except for 3 weeks in August and about one week at Christmas and Easter (depending on how they fall during the year). Enquiries should be directed to the Nursery Manager, St Anne's College Nursery, Woodstock road, Oxford, OX2 6HS; telephone: 01865 274 868.

1. Membership is open in the first instance to full-time members of the College staff, then, as numbers allow, to part-time staff, to students and to others. Priority within these classes will be given to older children, except that priority within a class will be given, first, to a sibling of a child already attending the nursery, and second, to a younger child seeking a full-time place over an older child seeking a part-time place. No child already attending the nursery will be asked to leave to make room for any other child.
2. Charges: Worked on a capita daily or weekly tariff, according to the fee schedule. Fees are reviewed every April. Payment is in advance quarterly, on the dates listed on the attached fee schedule, or monthly through the University salary sacrifice scheme. Full payment must be made in a child's absence.
3. Waiting list: There is a non-refundable charge of £50 to be placed on the waiting list. Carers will be contacted 2-3 months before the beginning of the relevant term, if a place falls vacant. Information about likelihood of places will be offered before this period only in exceptional cases, by the nursery fellow. CARERS ARE RESPECTFULLY ASKED NOT TO MAKE ENQUIRIES ABOUT THEIR PLACE ON THE WAITING LIST, AS ANY PREDICTION IS SO UNRELIABLE THAT WE PREFER NOT TO MAKE THEM. Once a place has been offered in writing and accepted in writing, a £100 deposit to the Nursery Fellow secures the place (cheques should be made payable to 'St Anne's College'.) This cheque will be destroyed once the place is taken up. Should the place not be taken up, the deposit will be non-refunded. No place will be considered secure until the deposit has been received.
4. Times of opening: 8:45am to 5:15pm, Monday to Friday.
5. Illness: Children should not be brought to nursery if they have an infectious disease or a raised temperature. The Nursery Manager may, at her discretion, ask any carer to take their child home, if she/he thinks that the child is not well enough to be at nursery. If the Manager thinks it necessary, the carer should produce a note from the doctor saying that the child is fit to return.
6. Absence: Please telephone the Nursery by 10am if your child is unwell or unable to attend nursery that morning. Written permission is required for someone other than a parent to pick up a child.
7. Notice of withdrawal or change of timetable: Two months on either side, or earlier if possible. Fees may be chargeable if adequate notice is not given.
8. Lunches: All children are required to bring a packed lunch, hot or cold. Hot lunches are reheated in the microwave. A morning snack and afternoon tea are provided.
9. Nappies: The nursery does not provide nappies. It is the carer's responsibility to ensure that a supply for their child is always available.

10. Children who have left: For legal and insurance reasons, nursery staff are not able to accept responsibility for any child not registered with the nursery, unless arranged with the Nursery Manager and paid for in advance. Places for the children who have left may of course not be available, and any available will be distributed on a first-paid, first-served basis. Please never seek to leave your child in the nursery without prior arrangement.
11. Safeguarding: Like all child-care workers, we have a responsibility to protect the children in our care, and will share our concerns with the Children's and Families Assessment Team if we fear a child may be suffering abuse or neglect.
12. Equal opportunities: The nursery is committed to valuing and respecting the differing backgrounds of the children we care for, so that each child is valued as an individual. As children's learning is largely influenced by the ideas, attitudes, and practices of those in close contact with them, staff are aware of the importance of developing ways of working and talking to children which provide positive attitudes and images towards all individuals regardless of race, culture, religion, language, disability or sex/gender. We strive to ensure that the nursery environment is free from racist or sexist influences, and that the class, cultural and religious backgrounds of the children are respected.
13. Health and safety Policy: We follow the St Anne's College health and safety policy; there are qualified first aid persons amongst the staff.

# ST ANNE'S COLLEGE NURSERY FEES

## JUNE 2014 - JUNE 2015

Fees are charged for 47 weeks of the year, at the following rates.

<b>Weekly Charge:</b>	£227.80 (under 3)	£173.73(over3,including free entitlement*)
<b><u>(Nominal hourly rate:</u></b>	£5.36	£5.72).

For parents/carers who are paying by salary sacrifice (through the University or College), payments of fees will be deducted monthly, in arrears. For parents/carers who are not paying by salary sacrifice, college will raise invoices every three months (in September, December, March and June). We can accept payments by childcare voucher. The approximate three monthly fee is £2622 (under 3), £2002 (over 3).

### **Nursery closure dates 2014-15**

**Summer 2014:** Nursery will close for 3 weeks, from **4.00 pm on Friday 8<sup>th</sup> August 2014**, reopening at 8.45 on Tuesday 2<sup>nd</sup> September 2014.

**Christmas 2014:** Nursery will close for 2 weeks at **4.00 pm on Friday 19<sup>th</sup> December 2014**, reopening at 8.45 on Monday 5<sup>th</sup> January 2015.

**Easter 2015:** Nursery will close at for 1 week at **4.00 pm on Friday 27<sup>th</sup> March 2015**, reopening at 8.45 on Tuesday 7<sup>th</sup> April 2015.

**Summer 2015:** Nursery will close for 3 weeks, from **4.00 pm on Friday 7<sup>th</sup> August 2015**, reopening at 8.45 on Tuesday 1<sup>st</sup> September 2015.

[Easter weekend 2015: 3-5 April; School holidays: 30 March - 10 April, inclusive].

**Payment Schedule:** For those not paying monthly through the university or college salary sacrifice salary sacrifice schemes, cheques are due when the invoices are raised. In future invoices will be raised every three months, in September, December, March and June.

\* **Early Years Funding Scheme.** The Early Years Funding scheme provides an entitlement of 15 hours of free nursery education per week for 3 and 4 year-olds, for 38 weeks of the year (a total of 570 hours). In order to qualify for this full entitlement, the child will need to attend nursery for at least 6 sessions per week (three full days), and be attending the nursery on or before the census date (there are three census dates per year). The free element will be indicated on monthly/quarterly invoices.

### **Please note:**

(1) Payments by Bank Transfer should be made to St Anne's College Sort Code 16-10-15, Account No: 12200916. Payments are due on receipt of the invoice.

(2) 2 months' notice is required in advance of a child leaving the Nursery. Fees will be charged for a period of up to 2 months following departure if insufficient notice is given.

(3) Periods away: No charge is made for 5 weeks of holiday closure. Due to the small size of the Nursery and the need to keep fees as low as possible for all, fees cannot be waived when a place is held open during other periods of absence (e.g. sabbatical leave).

(4) Bank holidays: Nursery will be open as normal without extra charge when bank holidays fall within the university term (i.e. in May or June). Please help us to ensure correct staffing levels by telling Laura Watson in advance whether or not your child will be absent during any period when the nursery is open.