



Registered Ofsted Number: 2816749

Opening Hours: The nursery is open from 08:00 until 18:00, Monday to Friday, excluding bank holidays and the working days in between Christmas day and New Year's Day.

Full Day sessions: *A full day session is 08:00-18:00hrs.

*Irrespective of the number of hours attended fees are charged either hourly or daily depending on the item selected, please see fee schedule.

Additional Sessions: These can be requested if notice is given at least a week in advance and there is availability. These are subject to availability.

Please note that should you be late on collection of your child a £20 fee per 15mins is chargeable. In addition, 30 days' notice must be provided in writing, should you wish to change your agreed contractual hours.

Funding and Payments

15- and 30-hours Funding: Children aged 9 Months and over can benefit from education at Sir Leslie Martin Day Nursery, funded by the Local Authority. There are several different entitlements available for parents in England, which have different eligibility criteria. The amount will depend on attendance and the Local Authority rules. To check your eligibility and set up your childcare account and further information, please visit: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> or <https://www.beststartinlife.gov.uk>

It is the responsibility of the parents/carers to re-validate your child's code once each term and inform the HMRC of any changes which may affect your eligibility for the funding entitlement. We will also require you to complete a Cheshire West & Chester, Parental Agreement Early Years Funding Contract once each term. This is to enable the nursery to access the funding which you are entitled to. Failure to revalidate may result in your funding being unavailable and charges may apply.

Funding, Charges and Additional Hours

Funded Hours - Families are required to attend a minimum of two sessions across two days, as long as the total hours fall within the 15 or 11.18 funded hours allocated to some families.

*Additional unfunded hours purchased will be charged at £7.50 per hour, which is inclusive of all meals, consumables and activities.

*Children attending nursery for funded hours only (15 or 30 hours per week, either term-time or stretched over 51 weeks) will be charged £18 per day to cover Meals, Consumables and Activities. Term-time funded places are limited. Please refer to our separate policies on Meals, Consumables and Activities for a full breakdown of what these charges include.

*All charges listed above are optional. Families who prefer to provide their own meals, consumables or alternatives to chargeable activities may do so. Please speak with the nursery team to discuss what will be required. Further details can be found in the relevant policies.

Statements and Invoice: Monthly invoices and statements are emailed to be environmentally friendly. Invoices will be emailed to you monthly in advance, with at least 7 days' notice, before payment is due. Payments are due no later than the 01st of the month, should we not receive the payment on this date you will be billed separately for late payment and charged £20.00 per day that you are late. Paper copies can be posted for a fee of £2.50 per month.

Vouchers: We accept childcare vouchers from registered voucher providers, and we also registered for the governments Tax-Free Childcare scheme. Please note that payments can take up to 5 working days to be received from both the Vouchers companies and the Tax-Free Childcare scheme, therefore please ensure that invoices are paid promptly so that you do not incur the late charges as above.

Absence and Holiday leave

Any sessions missed due to illness or holiday leave cannot be claimed back and charges will still apply.

Fees schedule as at 01/04/2025

Standard Plan Charges

- Full Day session £75.00
- Full Time Weekly Price (Inc Discount) £337.50
- Additional non funded hours - £7.50ph

Funding only additional charges

Description	Unit	Unit price	Line total
<p>Free Entitlement Hours – 15 and 30 Hours per Week</p> <p>Our state-funded offer is available in both term-time and stretched formats. Families may choose to use their funded hours over 51 weeks, not only during term time.</p> <p>Term-time offer (38 weeks):</p> <p>15 hours per week/ 30 hours per week</p> <p>All-year / stretched offer (51 weeks):</p> <p>11.18 hours per week/ 22.36 hours per week</p> <p>Funded hours can be accessed Monday to Friday between 8:00am and 6:00pm</p>	Weekly	Free	Free
<p>Additional non-funded hours may be purchased Monday to Friday between 8:00am and 6:00pm. Any part-funded day will be charged at the applicable hourly or daily rate, and charges may be applied pro rata depending on the number of additional hours used.</p>	Hourly	Cost per hour	£ 7.50
<p>Meals/snacks: Breakfast, 2 course Hot Lunch, Tea, 2 Daily snacks and daily fresh fruit.</p> <p>*Part funded days would be proportioned accordingly with attendance.</p>	Daily	Cost per day	£ 12.00
<p>Consumables: The consumables charge covers services which are not covered by early years funding for</p> <p>Nappies, Wipes, Creams, Sun creams, Formula, Medicine</p> <p>*Part funded days would be aligned with hours attended</p>	Daily	Cost(s)	£ 4.00
<p>Activities: The activities charge covers services which are not covered by early years funding for</p> <p>Forest School, Science Bots, Cookery, Gardening, Arts and Crafts Materials for Celebrations</p> <p>If you have any concerns regarding this charge, please contact us so we can discuss options with you. You may also choose for your child to take part in an alternative EYFS-appropriate activity at no cost if you prefer to opt out of any chargeable activity.</p> <p>*Part funded days would be aligned with hours attended</p>	Daily	Cost(s)	£2.00
		Total	£ see invoice

*Please see Charges and Financial Support document for further details.

Fees are valid as of 01st April 2025, fees are typically reviewed annually.

Enrolment requirement

Please indicate the days required, Families are required to attend a minimum of two sessions across two days, as long as the total hours fall within the 15 or 11.18 funded hours allocated to some families.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please specify your preferred start date at Sir Leslie Martin Day Nursery

Is your child already 9 Months to 4 years and entitled to funded hours

Have you claimed funding anywhere else for this term?

If yes please, for how many weeks and with which council. No. weeks

 Council

We can only claim for funding if eligible after confirmation from the council.

Eligible funding code	
National Insurance (Parent who is claiming the funding)	
TFC Code (If you are eligible for the Tax-free Childcare benefit)	

Further information can be found on <https://www.beststartinlife.gov.uk> to check for eligibility.

Child Details

Child's Name:	
Date of birth or due date.	
Gender -M/F unknown.	
Religion	
Ethnic group	
Nationality	
Language(s) spoken at home	

Medical, Dietary and additional support – Please provide all medical information on a Separate page.

Special Likes:

Dislikes:

Any other comments:

Before your child starts at SLM, and during their settling in sessions, you will be asked about your child's dietary needs, medical conditions and allergies. Please also inform us if your child is involved with any other professional such as a therapist, social worker or consultant. We ask these questions to allow us to best cater for your child's needs.

Deposit Fee

To register a place at SLM Day Nursery, we require a refundable deposit fee of £50.00.

On receipt of this payment, if the required days are not available, we will offer you alternative sessions and a confirmation email will be sent. In addition, we can add you to our waiting list for your preferred sessions and notify you once these become available.

Data Protection

SLM Nursery, process data in compliance with data protection regulations (GDPR). The data you provide during registration is required on the lawful basis of our legal obligations, such as safeguarding legislation and local authority funding rules as well as for the performance of the contract between yourself and SLM Day Nursery. Please refer to our data protection and privacy policy for full details of your GDPR rights and how to exercise them at SLM Day Nursery. ***I agree that the information provided is shared with our Local authority and department of education who will access information from other government departments in order to confirm my child's eligibility and enable SLM Day Nursery to claim the extended entitlement and or Early Years Pupil premium on behalf of my child.**

<input type="checkbox"/> Y	<input type="checkbox"/> N
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Legal Responsibility for Child – Please provide Birth Certificate for child to confirm Legal responsibility, any changes please update us with immediate effect

Date Seen	Signature of Authorised person (SLM)

Your Details :

Parent 1		Parent 2	
Full Name		Full Name	
Mobile:		Mobile	
Work Contact No		Work Contact No	
Email Address		Email Address	
Home Address		Home Address	

Your email address is an essential piece of information used to send you, your monthly invoice and to communicate with you with regards to consent for your child(ren's) care.

Named alternate Person, who can drop off/ pick up on your behalf.		Named alternate Person, who can drop off/ pick up on your behalf	
Alternate telephone number:		Alternate telephone number:	
Relationship or alternate person:		Relationship or alternate person:	

Authorised collection and pick up for child(ren's)

Name		Name	
Password to be given on collection		Password to be given on	

and used on pickup.		collection and used on pickup.	
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Medical

Child's Doctor		
Doctors Address		
Doctors Contact Number:		
Immunisations to date (Please circle and date)	Diphtheria	
	HIB	
	MMR	
	Meningitis (all)	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Any other Immunisations		
Any known medical conditions (That you are receiving which ongoing medical treatment is required)		
Any Known Medical/Dietary (Please list if your child has any special dietary requirements/Medical requirements)		
Details of any special educational needs/disabilities		

Emergency Consent –

I agree to the registered person in the provision (or Manager in charge or nominated person) taking the necessary steps to ensure that my child _____ **[name of child]** receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the setting or while my child is on an authorised outing.

I understand that the registered person or Manager in charge or nominated person will make every effort to inform me of any emergency or accidents as soon as possible after the event but they may have to accompany _____ **[name of child]** to hospital in the case of a serious accident in my absence. In this event we will let you know the location to which your child has been taken to with the nominated staff member providing you with a direct contact number.

Your child's personal notes (Enrolment form) will be taken by the nominated staff member in the event of an emergency situation.

I give my permission for the registered person in charge of Sir Leslie Martin Nursery Ltd or Manager in charge or nominated person to authorise hospital staff to administer essential treatment until my arrival.

All, if not most, Staff are Pediatric First Aid trained. Please do not hesitate to ask to see certification if required.

Parent/Carrer Name : _____

Parent/Carrer Signature : _____ Date _____

If you do not agree with any or all of the above declaration, please do not sign but make your views known in the space below.

The registered person in charge of Sir Leslie Martin Nursery Ltd or Manager in charge or nominated person will discuss this with you and do their best to accommodate your particular wishes.

Signed Parent/Carer _____ Date _____