

Dear Parent

Welcome to S4YC @ Portside, our aim is to provide exceptional care and education for children aged 0-4 years. We are registered with Ofsted and follow the EYFS and statutory guidelines.

S4YC have a strong link with Westminster Primary School, we work closely together to ensure children are school ready, enabling them to have a seamless transition into reception class.

Within Early Years we understand that each child is unique and has their own learning style and pace. All children are allocated a key person who will take the responsibility of caring for your child, this includes getting to know their likes and dislikes and supporting their development and learning.

A wide range of learning experiences are on offer to support your child's social, emotional, physical, and cognitive development. An embedded curriculum is carefully crafted to ensure that your child is well prepared for their next steps in education, while also fostering a love of learning that will stay with them throughout their lives.

If you would like to view the setting please pop in at your convenience to meet the manager and team. We ask parents to avoid drop off, lunch and home times if possible.

Please find further information regarding the setting below and some frequently asked questions.

We look forward to meeting you.

Kind Regards

S4YC



Further information Frequently Asked Questions:

Opening Times: Monday-Friday 8:00am-6.00pm, 48 weeks of the year, closing only 2 weeks over Christmas and 2 weeks at the end of August.

Age Range: Children 0 to 4 years of age.

How to Register or save a Place at Preschool:

Within 90 days - If you're looking to start within the next 90 days you need to register via our online booking and payment system by following the steps below:

1. Visit: <https://s4yc.ipalbookings.com>
2. Click "Register".
3. Complete all required information.
4. Click 'Preschool Registration' in the left hand column.
5. Click the 'Apply' tab.
6. Complete all fields requested and click 'complete'.

Once completed this will be sent over to the nursery to approve and the manager will be in touch.

Beyond 90 days - if you're looking to secure a place beyond 90 days please follow the above steps. To secure a place we require a security deposit of £20 per day booked, which will be deducted from your first invoice upon commencement of the days you have reserved.

Once payment has been received a place will be reserved for you.

If you require support during this process you should contact the setting manager or email lianne@s4yc.co.uk

Settling In Sessions:

Once you have booked your child's place, your child will be invited into the setting for 2 x 1 hour settling in sessions. This is to support your child's transition into childcare.

Do I have to book for set days?

Children need to book in for set days, these can be changed on a termly basis. Extra sessions can be booked via iPAL or lianne@s4yc.co.uk if we have places available.

- We require 28 days' notice to cancel your child's place.
- We do not allow parents/carers to swap sessions throughout the week, the sessions you book are preset.

How do I make payments?



Payments can be made via the iPAL system using debit/credit cards or childcare vouchers. S4YC is a cashless service.

Do you accept HMRC Tax-Free/Childcare Vouchers?

Yes, we accept all childcare vouchers. For HMRC Tax-Free Vouchers, you can pay any S4YC account. Full instructions are available in the parent handbook once you register.

Do you accept funding?

Yes, we accept all types of funding, from government supported families, college funding, working family funding and many more.

Do preschool children have to wear a uniform?

Wearing a uniform is optional for children, however if you would like to purchase S4YC uniform please contact your setting manager.

Nursery Meals:

Please provide your child with healthy packed lunch if they are attending over the lunch time period of 11:45am-12:15pm.

Essentials To Bring:

If your child is in nappies you will need to provide nappies, wipes and nappy sacks for your child while they are in our care.

A spare set of clothes should be provided and kept within the setting.

Sun care products and a sun hat for outdoor play must be provided for your child during the warmer weather.

Please ensure such items are labelled with your child's name.

Illness:

We understand the difficulties of taking time off work when your child is unwell but there will be times when we will be unable to have your child in preschool.

All parents are required to follow our guidelines and policies and procedures.

Please do not bring your child if they're showing the following: -

- Temperature of 38*c / 100.4*f.
- Vomiting/ diarrhea.
- Infectious disease, e.g. Chickenpox, German measles.
- Undiagnosed rash.



If your child has sickness and diarrhoea, they are required to be clear of all symptoms for 48 hours before returning to the Preschool setting. Should a child become sick during the day, every effort will be made to contact the parents.

Staff can administer prescribed medicine, but a 'permission to administer medicine form' must be completed and signed before hand. Medicine cannot be administered without a form being completed.

Fees / Terms & Conditions:

The below table is a summary of our fees, please refer to our main parent handbook for further information:

Private Fees

Session	Time	Price
Breakfast Club	08:00 - 08:45	£5.99
AM Session	08:45 - 11:45	£22.89
Lunch Club*	11:45 - 12:15	£3.81
PM Session	12:15 - 15:15	£22.89
After School Club	15:15 - 18:00	£21.25
Full Day (discounted)	08:00 - 18:00	£64.31

Funded Hours Fees

Hourly rate for hours over funding	£8.50
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We offer term time or 48 week contracts.

* Packed lunches to be brought from home.

Fees are payable in advance, calendar monthly on or before 7th of each month.

Fees are due at all times except when the setting is closed (Bank holidays/ Christmas closing).

The only additional charge would be if you collect your child after the end of the session time you have selected. A charge of £18.00 for each child, per extra 5 minutes after the time will be made to cover operating costs.

Four week's notice must be given if you terminate your child's place with S4YC. If no notice is given, four weeks fees will be charged in lieu of notice.

Normal fees apply during time off for sickness/holiday. Parents should report the absence to the setting manager.

