



Dear Parent

Welcome to S4YC @ Manor Primary School, 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 has a strong link with Manor 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 visit our website www.s4yc.co.uk and click 'Book a Tour' under the Nurseries menu to see our availability and you can book a day and time to suit you.

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 7:45am–6.00pm, 51 weeks of the year, closing only 1 week at Christmas. We offer Term time only contracts with the term dates are in line with Manor Primary School.

Age Range: Preschool is open for 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" and complete all required information
3. Click 'Preschool Registration' in the left-hand column.
4. Click the 'Apply' tab.
5. 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 / katie.h@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. We do not allow parents/carers to swap sessions throughout the week; the sessions you book are preset.

Do preschool children have to wear uniforms?

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

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.
- Snacks
- Lunch – if attending over the lunch club time.

Please ensure that 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 diarrhea, 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 their parents.

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

Fees / Chargeable Extras:

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

Description	Unit	Unit price	Line total
<p>Free Funded Childcare (15 or 30 hours)</p> <p>Available during term time only (up to 38 weeks per year). Parents can use up to 15 or 30 funded hours per week and choose the sessions that work best for them, subject to availability.</p> <p>Session Times (Monday–Friday):</p> <p>Breakfast Club: 7.45–8.45am Morning Session: 8.45–11.45am Lunch Club: 11.45am–12.15pm Afternoon Session: 12.15–3.15pm After School Club: 3.15–6.00pm</p>	Weekly	Free	Free
<p>Additional Hours</p> <p>If your child's session is partially funded, any remaining hours will be charged at our usual hourly rate. Parents can purchase extra sessions/days at any time through iPAL 24/7, subject to availability. Sessional private fees apply.</p>	Hourly - BC – AM – LC – PM - ASC – Full Day	£9.25 £8.50 £25.00 £4.50 £25.00 £22.50 £68.50	£9.25 £8.50 £25.00 £4.50 £25.00 £22.50 £68.50
<p>Meals/snacks</p> <p>Snacks & Lunch – to be provided from home</p>	Daily	Free	Free



<p style="text-align: center;">Consumables</p> <p>Nappies, wipes, suncream etc. provided by the parents to meet each child's individual requirements</p>	Daily	N/A	N/A
<p style="text-align: center;">Additional voluntary services</p> <p>For example, trips, forest school or specialised lessons such as yoga, dance.</p> <p>If we have an ad-hoc activity or trip taking place that incurs a cost, these are stand-alone events for which we ask for a fee to cover the cost of that event. Attendance is optional.</p>	Ad Hoc	Varies by event/trip	Varies by event/trip

Payments can be made via the iPAL system using debit/credit cards or childcare vouchers. S4YC is a cashless service. We accept all childcare vouchers/ Tax Free childcare payments; full instructions are available in the parent handbook once you register. All childcare invoices are Universal Credit compliant and can be downloaded from your online account 24/7.

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 collected 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/holidays. Parents should report the absence to the setting manager.

