

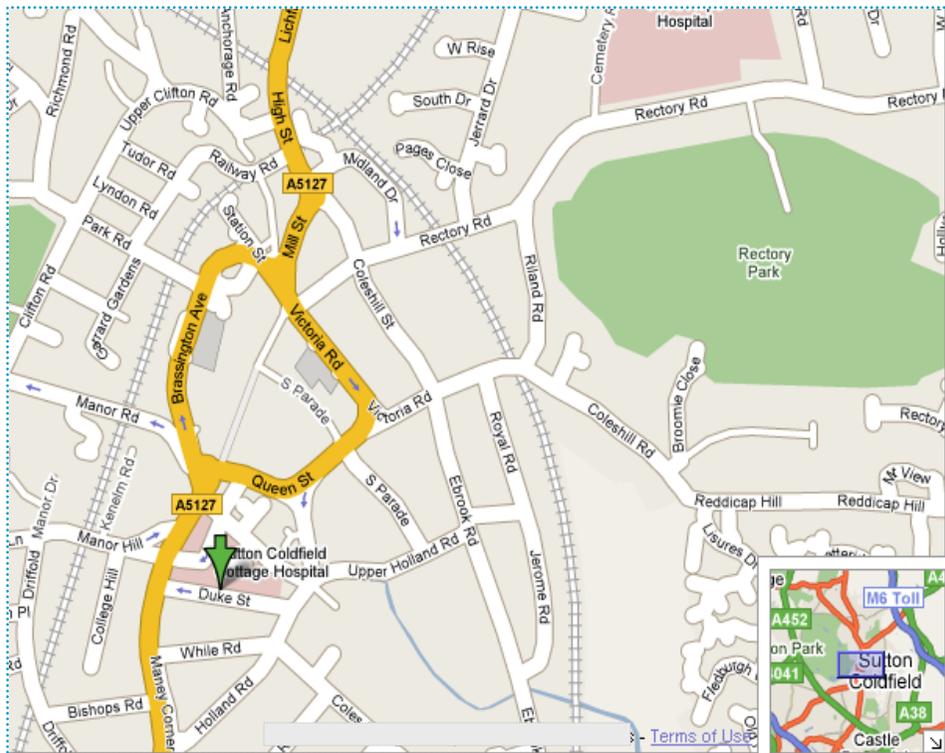
# TRINITY PLAY CENTRE

**Duke Street**

**Sutton Coldfield**

**B72 1RJ**

**Tel. 0121 354 9725**



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[www.trinityplaycentre.co.uk](http://www.trinityplaycentre.co.uk)

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**5 Mins walk from**

**Sutton Town Centre**



## New fee structure for sept 2015

Full time place:	£195
Daily rate 745am-6pm:	£43
Daily rate 9am-6pm	£40
Morning session 745am-1pm:	£27
Schoosday 830am-330pm:	£35
Additional hours:	£6.00
Holland House school drop off 745am-845am:	£6.00
Holland House school pick up 310pm-6pm:	£12.00
Holland House drop off and pick up:	£16.00

\*\* £15 weekly discount is applied if a full time place is taken.

### **Key Terms & Conditions**

#### **Nursery Closure:**

The nursery will be closed on all statutory bank holidays. Fees will be charged for these days.

#### **Sickness:**

Sickness will be charged at full fees and sessions cannot be swapped.

#### **Fees:**

Fees are required to be paid one month in advance, fees are then required to be monthly keeping one month in advance at all times. Failure to keep up with the payment of your fees will result in you losing your place.

#### **Holidays:**

We close for one week over Christmas and no fees will be payable. For one further week we will allow you to take your child out but fees will be payable, however we will allow you to make up for these sessions. All other holidays are charged at full fees.

#### **Lateness:**

In the case of late collection after 6 pm we reserve the right to charge a late collection fee of £12 for every fifteen minute period. This is to cover the cost of staff overtime.

If a parent turns up after their allocated session has finished an hourly fee of £8 for every new hour will be charged that the lateness enters into, after the session time has finished.

### **Daily Routine**

We divide the children into two different rooms where the activities they undertake are more suited to their individual needs. Each child will be allocated a key worker. You can discuss your child's progress with your child's key worker at anytime. A daily diary of your child's activity is also kept and is available to you upon collection of your child.

#### **Ladybirds:**

Ladybirds is our Baby room and is for children between the ages of Three months up till 2 years .. The children are looked after by a staff ratio of 4:1. Children are encouraged to be more independent and staff will assist the children in doing this.

#### **Bumblebees:**

This is the oldest of our groups and the children are aged from two years of age up until they leave school. The children have a wide range of activities to undertake such as art and crafts. When the children are aged four they will be split into smaller groups where they will learn skills that will prepare them for entering reception.

At lunchtime we serve freshly cooked lunches prepared by our chef Linda. In the school holidays we ask parents to provide special packed lunches on a Friday to emphasise the holiday feeling and give us the freedom to go out for picnics (weather permitting).

#### **Trips Out/Visits:**

We try and arrange trips out as often as we can so as the children can understand the world around them. We will only do this with your prior knowledge and consent. We also try arrange visits to the nursery from such people as the "Dance lady and "music man".

## **Policies & Procedures**

All our policies are available on site and can be found in the main reception. Parents are able to view these at anytime. Please ask the manager.

## **Equal Opportunities Policy**

Trinity Play Centre believes that no child, individual or family should be excluded from the nursery's activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

## **Special Educational Needs Policy**

Trinity Play Centre has its own trained special education needs co-ordinator. Every child is assessed on a regular basis – these assessments would show if any individual child has any special educational needs within the seven areas of development. Once found, extra observations would be carried out and appropriate advice would be sought to coincide with all that has been previously discussed with parents

## **Settling in Sessions**

It's important for you to ensure that your child is settled in our nursery. We offer you the chance to attend the nursery for a few hours with you leaving for a short period and then returning. This helps to reduce any upset on the child and ensures they get to know the staff.

## **Development Records**

We monitor your child's development daily and diaries are available for you to view when you wish but we do ask for twenty four hours notice. Each child is allocated a key worker who is available for you to talk too. We also hold regular parents evenings throughout the year.

## **Sleeping & Bedding**

All children will be allowed to sleep as they require, we try to encourage the children to rest after lunch. All children will receive clean bedding on a daily basis.

## **Security**

All staff are fully CRB checked and only people authorised to collect your child will be allowed to do so, unless prior permission is granted.

## **Government Funding**

The term after your child's third birthday we can claim on your behalf up to fifteen hours per week funding or some parents can claim up to 30 hours. This currently stands at £57.60 per week. This can be used as part payment towards your fees.



## **Child Care Vouchers**

We accept all types of childcare vouchers as forms of payment. You can have up to £243 per month deducted from the gross part of your salary meaning that you pay no tax or N.I. This can reduce your child care costs by up to a third.