



SUNFLOWERS @ ST ANNE'S

Wellington Road
Nantwich
Cheshire
CW5 7DA

Nursery Information

Starting Nursery

As part of our settling in period, we offer complimentary short stay visits, which are important for you as parents and especially your child.

Once your place has been booked, with a returned enrolment form and £30 **non-refundable deposit** (to cover administration costs) arrangements can be made to commence your complimentary visits.

Opening Hours

We are open between the hours of 8:00am and 6:00pm Monday to Friday. We close over the Christmas period for one week in addition to Bank Holidays.

Personal Belongings

All children are to be provided with a change of clothing in a drawstring bag which is clearly labelled with your child's name. We ask for all children not to bring any valuables into nursery in case of any loss.

Fees and Additions

Nursery fees are revised annually in accordance with Staffing and annual increases. Payment is payable by the 7th of the month in full by cheque if possible. To maintain your child's place fees are payable regardless of absence, illness or holidays. This is standard industry practice. One months written notice is required if you intend to withdraw or reduce your days at Sunflowers. Extra, additional or swaps are available on request, please see nursery manager. Admission to nursery will be refused if fees are in arrears.

Absence, Sickness and Medicines

If your child is unwell and will not be attending nursery for any reason, please could you let us know, at your first opportunity.

We ask that if your child is unwell or develops any potential infections that you keep him/her at home and inform your GP.

If you require your child to be administered medication throughout the day, please inform a member of staff to follow our procedure.

Incident and Accident Book

On arrival to nursery please inform a member of staff if your child has had an accident at home, as it is required to be recorded in our incident book. If any accident occurs during the nursery day, parents will be asked to sign the accident book to confirm that they are fully aware of the occurrence.

Security

At all times the nursery door is locked and can only be accessed by parents or guardians of whom the staff members have previously met or have gained parental consent. If person(s) other than the parent or guardian is collecting your child we must be advised of details prior to collection. A description and password will be asked for when making arrangements. Under NO circumstances will we release a child without your consent.

Meals and Mealtimes

Your child will be provided with a well balanced diet, which is freshly prepared daily on the premises. A menu is displayed in the entrance hall and each room. If your child has any special dietary needs or foods that need to be avoided please inform us when enrolling.

We aim to include 5 portions of fruit and vegetables through the day

**Mid-morning Snack and Milk
Hot Two Course Lunch
Light afternoon Snack and Milk*

Drinks are available at all times throughout the day.

Out of School Club

Out of School Club is available for children attending St Anne's Catholic Primary School.

Please Note

If your contact details change for any reason, please notify Sunflowers in writing. Sunflowers reserves the right to change the above terms as and when deemed necessary.