



Old Oak Early Years
Old Oak Primary School
Mellitus Street
W12 0AS

General enquiries: 020 87464285

Dear Parent/Guardian,

Thank you for your enquiry.

Enclosed you will find an application form, fees list and an Early Years Education xxxxx.

Please complete the application form as fully as possible, leaving blanks, e.g. child's first name, where this information is not yet known. When the Early Years receives the form and registration fee, your name will be added to the waiting list. Receipt of forms is not usually confirmed.

If you need to change your form e.g. part-time to full time, or you move to a new house or place of work during the time that you are on the waiting list, it would speed up procedures if you could inform us, preferably in writing, of these changes. When a place is offered it will be specifically full time or part-time.

When information about a place becomes available, an offer of a place will be made in writing. Enclosed with the offer will be all the necessary information including terms and conditions applicable at the time. Some key elements of current terms and conditions are provided below for information (but note that terms and conditions may be different by the time you are made an offer).

Yours sincerely,

Joe Brown

Headteacher

Old Oak Primary School

Serena Francis

Team Leader Early Years Education Centre

Fees and payment information

The Early Years fees for the period from 1st August 2021 to 31st July 2022 are as follows:

	Child under 3 years and over 3 years	
	ICStaff/IC Salaried Students	Discounted rate for IC Non-Salaried Students*
Full time Imperial College Early Years care (5 days per week)	£1320.75 per month	£898.12 per month
3 days per week	£835.29 per month	£575.72 per month
2 days per week	£556.86 per month	£383.81 per month

***Student Support Fund**

The College Student Support Fund may be able to provide financial support to you if you meet the eligibility requirements. Please visit the webpage below for more information:

<https://www.imperial.ac.uk/students/fees-and-funding/student-support-fund/>

Registration Fee

All registration fees are non-refundable.

- Registration fee for ICL staff parents (1st time applicants) and non-ICL Parents: £150
- Registration fee for current parents with siblings attending Imperial College Early Years: £50
- Registration fee for ICL Student parents: £50

Deposit

A deposit **equivalent to one month's fees per child** (pro rata of full-time fee for part time places) will be payable upon acceptance of a place. This deposit must be paid at least two months before the contract date.

Where a place is accepted but subsequently cancelled, the enrolment deposit shall be refundable in full only where two months written notice has been given.

Once a child has started in the Early Years the deposit, less any fees due but unpaid in respect of the child, will be refunded when the child leaves the nursery if two months written notice is given that the child will be leaving the nursery.

If you would like any further information, please contact: cmuschett1.205@lgflmail.org

Once you are offered a place, we will need to see the child's birth certificate. You will need to bring in the original document.

Payment for a place

Having agreed upon your attendance schedule, payments are received on a monthly basis. Payment will cover your agreed attendance schedule not the actual time spent in the Early Years, therefore monthly fees are paid regardless of illness, holidays, nursery closures including training days, public holidays or holiday closures.

Imperial College Early Years Parent's Agreement

1	Aim of the Early Years
2	Partnership with Parents
3	Management of the Early Years
4	Early Years Committee
5	The Staff
6	Settling-In
7	The Key Person System
8	Child Protection
9	Special Educational Needs
10	Food and Diet
11	The Environment
12	Equipment
13	Opening Hours
14	Closures
15	Eligibility
16	Waiting List
17	Fees
18	Complaints

This agreement is about our aims, your part in that process, and what you can expect from the staff and service we provide.

1. Aim of the Early Years

The Old Oak Early Years constantly aims to provide high quality childcare and education in a stimulating, safe and secure environment.

Each child is encouraged to develop through free and planned play and activities provided that will promote the skills and attitudes needed to achieve their full potential. These activities will be provided both indoors and outdoors.

A child's natural desire for knowledge will be promoted and opportunities for its development enhanced by observing the child to assess their stage of development, and subsequently by forward planning, encouragement, facilitating supporting, guiding and appropriate teaching to reinforce his/her learning.

We aim to meet each child's needs within a group setting with regard to the needs and rights of other children within the group.

2. Partnership with Parents

We experience our relationship with parents as a partnership in three ways.

1. By sharing the care of the child and contributing to the child's experience of being cared for.
2. By the parents and key person sharing information, from which a picture of the whole child and their interests will emerge, which will influence planning and ensure each child makes the best possible progress.
3. By asking for your support with celebrating various festivals/social events that promote a sense of community.

3. Management of the Early Years

The Early Years is one of the responsibilities of the Head Teacher of Old Oak Primary School.

The Team Leader of the Early Years, Serena Francis, is responsible for the day to day leadership. The Head Teacher Joe Brown, has overall responsibility for the Early Years. The principal duties of the Head Teacher are strategic and long term, planning, staffing, registration and legal requirements, admissions, occupancy and budget control is achieved in collaboration with the Team Leader. The Team Leader of Early Years is the named day to day safeguarding Lead. The Head Teacher is the overall lead in Safeguarding.

The Senior Early Years Educator of Early Years, Serena Francis, is responsible to the Team Leader of Early Years. The main duties of the Senior Early Years Educator is to support the running of the Early Years daily including staffing.

The Business Manager, Carina Muschett is responsible to the Head Teacher for administration including fee payment, finance, database and general parent communications regarding fee payments.

In the absence of the Team Leader of Early Years, the Senior Early Years Educator will take on the responsibilities, will deputise and take on the day to day running of the Centre.

The Team Leader of Early Years and the Deputy will be available to talk to parents individually at short notice and by appointment on any issues concerning their child in the Early Years. They are also available for any help, information or advice on other childcare or parenting issues or difficulties that parents might be experiencing.

The Team Leader and the Senior Early Years Educator will also arrange Parent/Staff Meetings for the exchange of information and discussion of Early Years matters. The Team Leader of Early Years will also write regular informative newsletters to keep parents updated of new or recurrent Early Years issues.

4. **Early Years Partnership Group**

The Early Years Partnership Group is a consultative Partnership Group on current and future developments in the provision of care and education for the children of the Partnership Group also pays particular attention to issues of access, quality of care and education.

Parents are represented on the following:

- Parent Representative from each room
(Baby Oaks and Little Oaks)
- Staff Representative

Representatives are elected by the Early Years Parents.

5. **The Staff**

The staff at the Early Years are responsible for translating the aims and ideals of high-quality childcare into everyday care and education. They are the most valuable resource we have to offer you and, as such, are carefully chosen, fully trained and regularly reviewed. References are taken up for all staff and medical checks are completed before employment. All staff undergo a Disclosure and Barring Service check at an Enhanced level to check their suitability for working with children. All staff have completed a minimum of 2 years training equivalent to NNEB, and many have a significant number of years of practical experience. The training covers child development from birth to 7 years of age.

The staff will provide the expertise needed to plan and co-ordinate activities and provide for the long and short-term development of the children based on detailed observations. They will organise the structure of each day to provide a balance between comforting routine and free play, and individual and group activities. They will also liaise with parents about these activities.

The staff meet from 5.15 – 6.15 pm on the last Monday of the month in order to keep staff informed, to facilitate the smooth running of the Early Years, and to co-ordinate short-term planning.

We maintain the correct ratio of staff to children as outlined in the requirements of the Statutory Framework for the Early Years Foundation Stage published by the Department for Education. The ratios are set in accordance with the age of the child and are as follows:

6 months - 2 years	3 children	1 member of staff
2 years - 3 years	4 children	1 member of staff
3 years - 5 years	8 children	1 member of staff

Government guidelines allow for only 50% of the staff to have a recognised qualification. At the Early Years, we aim to have 100% of staff qualified or working towards a recognised qualification.

6. Settling In

A settling in period the week prior to the child's official start date is essential. We encourage parents to visit with their child on at least three occasions to stay (free of charge) for approximately 2 hours a day.

7. The Key Person System

Your child's Key Person will be an allocated member of staff who will have special responsibilities for your child. The Key Person will be responsible for keeping records of your child's progress and will hold a 6-week settling-in meeting with you, and subsequently 6 monthly meetings to discuss your child's progress.

8. Child Protection

It is our policy to promote the health and well-being of all the children in our care. It is our duty to recognise and prevent the abuse and neglect of children. We will support children and families affected by abuse, through support networks and education.

We therefore ask that parents tell us of any injury that their child receives outside the Early Years. If, after discussion between the parents and the Team Leader is still concerned about the welfare of the child, it is their statutory duty to inform the Child Protection Team.

The Early Years staff will advise parents of any injury a child may sustain during the day and will also ask them to sign an accident/ incident report form.

9. Special Educational Needs

The Early Years has due regard to the Code of Practice on the Identification and Assessment of Special Educational Needs. Our aim is to develop the full potential of all children within a framework of group care. We have current and past experience of caring for children with differing special needs. Staff are keen to learn from each other in this area and work with professional specialists who may also be working with your child. Therapists are welcome to visit and administer therapy within the Early Years setting. Your child's Key person will also be released, when possible, to attend meetings or case conferences if they correspond with your child's needs and interests.

If after visiting the Early Years you are concerned that your child's special need/s may not be met by our current practices, The Team Leader or Senior Early Years Educator will be happy to discuss this with you.

10. Diet

We aim to provide a balanced and nutritious diet, taking into consideration the religious and health requirements of all children. Our Food Company will prepare and cook all food from fresh ingredients and will deliver this to us in order for us to feed your child. Children are provided with lunch and a light finger food tea in the afternoon, and the opportunity for a drink and light snack are provided mid-morning. Children will have free access to fresh drinking water throughout the day. A copy of our three-week menu is available on the Parent Communication Board in the Reception and a copy is pinned to the notice board in each room.

Unfortunately, we cannot offer individual food requirements other than for cultural or health reasons. If a child should suffer an allergy to a certain food group, a letter outlining the circumstances should be presented from the child's GP.

11. The Environment

A video entry system is in place to help prevent unauthorised users from entering the building. Staff are vigilant in challenging unknown or unexpected visitors. Please support and join them in this by challenging unknown individuals and reporting them to the Early Years team. The Early Years is registered with Hammersmith and Fulham Council and is inspected by Ofsted. Fire drills are held at least once a term/12 weeks and are recorded.

We provide a welcoming, clean and secure environment for play, with appropriate lighting, ventilation and heating. Outside we will provide a safe play space with suitable equipment and surfaces to extend the range of play offered.

Age appropriate supervision of children will be provided at all times.

Parents are expected to provide appropriate labelled clothing, which is non-restrictive. Hats and sun cream protection should be provided by parents.

12. Equipment

We will provide a wide variety of toys and equipment to promote each stage of a child's development and ensure that each child can be meaningfully engaged in play throughout the Early Years day. The toys and equipment will be chosen with a regard for the ethnic backgrounds of families who have children in attendance at the Early Years. We aim to promote a positive self-image for all our children. All the equipment purchased will meet British and European Safety Standards and will be maintained in a clean and safe condition.

13. Opening Hours

The Early Years will be open from Monday to Friday from 8.30 am - 5.30 pm, Parents will be expected to arrive no later than 5.15pm so that staff can give a handover to parents except closures.

14. Closures

The Early Years closes at Christmas and Easter in line with Old Oak School closures. **There will be 5 additional days added to the College closures per year, divided between Easter and Christmas.**

The Early Years closes for 2 days each year to accommodate staff training. This is an opportunity for staff to train together to update and improve their knowledge and enable them to offer a consistently high standard of childcare as required by Ofsted.

Parents will be given advance notification of closure dates.

15. Eligibility

Any staff or student member of Imperial College is entitled to apply for a place for their child at the Early Years. Parents within the community are able to apply for a place also.

16. Waiting List

There is a waiting list for parents to join and this is allocated to match the place available.

17. Fees

We aim to keep the fees at a level necessary to provide and maintain a high-quality Early Years' service. Please note that the Student discounted fee rate is only applicable to IC non-salaried students (not on Imperial College payroll) and if one parent/guardian is on Imperial College payroll and the other parent/guardian is an IC non-salaried student, fees will be charged at the staff rate. Imperial EYEC will confirm the status of the student parent with HR and another relevant department once a place is ready to be offered.

18. Complaints

1. If you are worried about any aspect of Early Years care, please speak to the Key Person caring for your child.
2. If you feel unhappy with their response or they are unable to help, do not hesitate to talk to the Team Leader of the Early Years.

3. If you are dissatisfied with the response, complain in writing to the Head Teacher of Old Oak Primary school, who will deal with the complaint promptly.
4. Ofsted – complaint details
5. Abuse of staff either verbally, physically or written will not be tolerated and may result in the loss of a place at the Early Years. This may result in loss of a place. The Team Leader of Early Years reserves the right to suspend or terminate a place if this is in the interest of the majority of the staff and children. The Team Leader of Early Years would look upon such a situation as a serious breakdown in communication between staff and parent if such a case arose.

Application for Admission of a Child

CHILD INFORMATION

Forename:	Surname:
Expected/Date of Birth:	Sex:
Ethnic Origin:	

PARENT/GUARDIAN 1 INFORMATION

Full name:	Relationship to child:
Address:	
Home phone:	College extension:
Mobile:	CID number:
Email (please ensure we have a valid email address while/if you are on maternity leave):	

Imperial College Staff/Student Details (if relevant)

Role (delete as appropriate): IC academic / IC professional support services	
Job Title:	Grade and Level:
Department:	Campus:
Paid by Imperial College London:	
Categories (please tick as appropriate): <input type="checkbox"/> Lecturer <input type="checkbox"/> Senior lecturer <input type="checkbox"/> Reader <input type="checkbox"/> Professor <input type="checkbox"/> Researcher	<input type="checkbox"/> Technician <input type="checkbox"/> Administrative <input type="checkbox"/> Operational <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post graduate Other (please specify):
Days worked/studied per week:	Hours worked/studied per week:
Contract type: Permanent / Temporary	If Temporary, date contract ends:

Student Details (if relevant)

Course Name:	Course fulltime/part time
Start date of course:	End date of course:

PARENT/GUARDIAN 2 INFORMATION

Full name:	Relationship to child:
Address:	
Home phone:	Work number:
Mobile:	CID number (if relevant):
Email:	

Imperial College Staff/student Details (if relevant)

Please select as appropriate: IC academic / IC professional support services	
Job Title:	Grade and Level:
Department:	Campus:
Paid by Imperial College London:	
Categories (please tick as appropriate): <input type="checkbox"/> Lecturer <input type="checkbox"/> Senior lecturer <input type="checkbox"/> Reader <input type="checkbox"/> Professor <input type="checkbox"/> Researcher	<input type="checkbox"/> Technician <input type="checkbox"/> Administrative <input type="checkbox"/> Operational <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post graduate Other (please specify):
Days worked/studied per week:	Hours worked/studied per week:
Contract type: Permanent / Temporary	If Temporary, date contract ends:

Non Imperial Details (if relevant)

Job Title:
Address:
Work Tel / Email:

Student Details (if relevant)

Course Name:	Course fulltime/part time
Start date of course:	End date of course:

Preferred Start Date

<i>There may be a waiting time, please contact the Team Leader for further information.</i>

Weekly Attendance Required

Please delete as appropriate: 2 days / 3 days / 5 days

Any additional information to add to your application if required

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Registration Fees

All registration fees are non-refundable. The registration fee can be paid by card by clicking on the link below and creating an account for payment. Please make sure you choose the correct option for the registration fee:

- *Staff parent and Non-ICL parent registration fee for new applicant*
- *Student parent registration fee*
- *Staff registration fee for parent who has a child currently attending*

<http://estore.imperial.ac.uk/product-catalogue/central-services/imperial-college-early-years>

*Please email Sukhi Saran once the payment has been made so it is correctly allocated:
s.saran@imperial.ac.uk*

- Registration fee for current parents with siblings attending Imperial College Early Years: £50
- Registration fee for ICL student parents: £50
- Registration fee for ICL staff parents and non-ICL Parents (1st time applicants): £150

Signed:	Date:
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