



University Hospitals Sussex
NHS Foundation Trust

Childcare Provision for In-House Trust Nurseries Information Pack

Sussex House Nursery, Royal Sussex County Hospital

Wendy House Nursery, Princess Royal Hospital

Email: uhsussex.nurseries@nhs.net

Facebook: University Hospitals Sussex Nurseries

Welcome to UHSussex Nurseries



Thank you for showing an interest in our nurseries. We hope this information pack provides you with lots of details and answers many of your questions you have about our nurseries. Should you require any further assistance please refer to the information below.

If you are considering registering with us, or already have been allocated a place we hope that your time with us is full of very happy memories and your child thrives in the care of one our Trust Nurseries

Sussex House Nursery, RSCH Brighton

Ofsted No. 2653210
Registered 67 places
Monday to Friday 7am to 6pm
Tel: 01273 664583 Direct Ext. 64583
Email: Samantha.scott18@nhs.net Nursery Manager

Wendy House Nursery, PRH Haywards Heath

Ofsted No. 2653209
Registered 51 places
Monday to Friday 7am to 6pm
Tel: 01444 441441 Ext. 68451 Direct Ext. 68451
Email: Lorraine.brunton@nhs.net Nursery Manager

Useful Contacts:

Email: uhsussex.nurseries@nhs.net UHSussex Nurseries inbox

Email: tracey.gregory3@nhs.net UHSussex Childcare Service Manager
Tel: 07920870801 or 01444 441881 ext. 8063

Email: uhsussex.childcare@nhs.net Information relating to existing childcare vouchers/ Trust Salary Sacrifice Team



Nursery Curriculum (EYFS)



The Early Years Foundation Stage is a set of Standards for promoting Learning, Development, Safety & Wellbeing for all children from birth to 5 years.

Statutory Requirements: These standards are set for all providers to ensure they meeting every child's Development Progress and Health & Wellbeing needs.

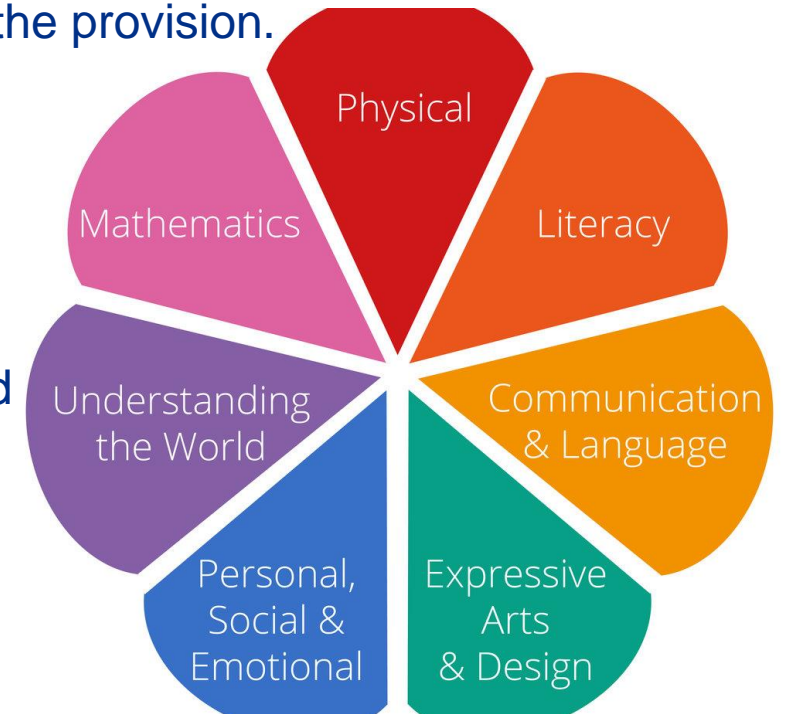
These standards are made up of Safeguarding & Child Protection Procedures, Suitability of Staff and Premises and Health and Safety procedures.

As part of the Ofsted Registration these standards are assessed against the provision.

Early Years Curriculum: The foundation Stage Curriculum consists of 7 areas of learning with a guidance of age/stage of development to assess and plan for.

UHSussex Nurseries prides ourselves on developing a rich learning environments by blending resources, activities and experiences, all based on interests, developmental stage, events and celebrations.

As part of your child's journey in nursery they will be allocated a personal 'Learning Journal' where they child's key person will be able to plan learning opportunities which are stimulating, fun and challenging but also monitor individual progress and developmental needs



Registering and Allocation of Places



Enrolling in the Nursery

As workplace settings UHSussex Nurseries have always held long waiting lists with limited places especially within the under 2-year-old playrooms. Once you have received a Waiting List Application Form, please return to either the chosen nursery or the 'nurseries' inbox. We very much encourage perspective Parents and Carers to visit the nursery for a 'show round' and meet the management team. This is a good opportunity for you to discuss with the Nursery Manager your requirements and availability.

Once your child has enrolled the Nursery Manager will provide regular updates of the progress of your application and the accommodation of sessions.

If your circumstances or requirements change, please provide updates as soon as possible as this not only supports your application but also for others requiring a nursery place.

The Nursery Manager will contact you approximately 2-3 months prior to a start date to confirm the place and arrange an initial first settling visit. If at this time you would like to defer a place your application will re-enter the Waiting List with no guarantee of a place at the later date, therefore it is essential any changes are notified to the Nursery Manager in good time.

Preparing for Nursery

As much as we try to support individual routines and to give a 'home from home' nurturing environment, however we do recognise this is a nursery which has to provide a daily structure that supports the children's arrival / departure times, staffing levels and catering times and therefore some aspects of the day can be more rigid.

It is important that you speak to the Nursery Manager prior to starting your child in nursery of what the playroom expects in terms of sleep / mealtime routine to help with the transition to nursery and to be settled for your return to work.

Inclusive and Diverse Setting

UHSussex Nurseries are proud of our inclusive and diverse environment, recognising the important contribution children with SEND are to the setting.

We welcome children/ families that are from varying ethnic/cultural and religious groups. As nurseries we will endeavour to meet the needs of all children by gaining as much information from the family prior to starting in the nursery to ensure Local Education Authority and Health Professionals can work together with us in partnership.

If you have any concerns, it is important to discuss with the Nursery Manager at the earliest opportunity to enable appropriate support to be in place.

Fee Calculations & Early Years Funding



Fee Calculations

The payment structure for the UH Sussex NHS FT Nursery fees has variable rates based on the NHS Agenda for Change salary band the parent holds. As a Trust we are committed to supporting our staff with their family responsibilities and feel this is the most equitable for staff at all levels in the Trust.

For NHS employees you will be asked to provide the Nursery Manager with your salary banding who will confirm the current daily and sessional rate. If both parents are employed by the NHS or partnerships the fees will be based on the banding of the higher earner.

For Medical / Dental employees their annual salary will be linked to the nearest AFC scale. Non-NHS parents will pay a General Public rate.

The monthly charge will be calculated for you termly (apart from August which is treated as a standalone month)

The session charge/s will be multiplied by the number of sessions your child attends per week, then by the number of weeks in the term and divided by the number of months. This will give us your monthly charge.

Any closures such as Bank Holidays that occur will be deducted before the monthly charge is determined.

Additional sessions attended will be charged in full and be in the following months fee.

Additional sessions that have less than a 48-hour cancellation notice will be charged in full the following month.

*There are no refunds for Annual Leave or sickness

Early Years Funding

All 3–4-Year-olds can claim 15hrs per week (38 weeks per year) Free Entitlement of hours to attend a registered Ofsted provision.

This also applies to 9mth to 3yrs where eligible. Those 3- & 4-year-olds who are eligible for the Extended to 30hrs per week is also based on 38 weeks per year.

As a provision that is open 51 weeks per year, we spread the funding over a period of 47 weeks equating to 12 / 24 hours of Free Funding per week (please refer to policy).

The entitlement will be reduced over the Christmas period, Easter and of a shorter period in August. During the non-funded weeks, a normal nursery rate will be charged.

**We do offer some NON-Funded places subject to availability.*

Parent/Carers will be informed of dates through termly newsletters and noticeboard messages.

Parents/Carers will be required to complete all documents and provide an eligible Code for claiming non-universal funding.

Parents/Carers will receive a statement per term of a calculation of their funding as part of the Funding Agreement.

Early Years Funding



From September 2024 children and babies from 9 months to 5 years will be entitled to early years funding (subject to eligibility).

9 months to 3-year Funding Working Parents (15hrs per week 38 weeks per year)

Single Parent: to earn or expected to earn over the next 3 months at least the equivalent of working 16hrs per week at national minimum or living wage (depending on your age)

Not have an adjusted net income exceeding £100,000 for the tax year

Couples: both work and earn or expected to earn over the next 3 months at least the equivalent of working 16hrs per week at national minimum or living wage (depending on your age)

Neither of you have an individual adjusted net income exceeding £100,000 for the tax year

During periods of 'specified leave' maternity, paternity, adoption, parental bereavement or carers leave this may also be paid or if you are in receipt of statutory pay e.g. SMP, SSP

2-year Funding (15hrs per week 38 weeks per year)

The original 2-year funding scheme is still available to families on certain low-income benefits or has a child with additional needs. To qualify you must have annual income of no more than £16,190 before tax. Receipt of Income Support, Jobseekers Allowance OR have a statement of Special Educational Needs (SEN /EHC plan), Disability Living Allowance, a Guardianship, Adoption order or have Asylum Seeker Status

3- 4-year Universal Funding (15hrs per week 38 weeks per year)

The 15 hours per week applies to all children from the term after their 3rd birthday regardless of household income / working status

3–4-year Extended Funding Working Parents (30hrs per week 38 weeks per year)

You are not usually able to receive 30 free hours scheme for working parents if either you or your partner have an individual adjusted net income exceeding £100,000 for the tax year in which you are applying for the free childcare.

You will still be eligible for 30 free hours childcare for working parents if your combined income is greater than £100,000, as long as individually neither of you earn greater than that amount.

The table below provides the birthday metrics for funding

Children born in	Will be 9-months old in	Can get 15/30 hours funding from	Will be 2-years-old in	Can get 2-year-old funding from (this is the normal position for 3-year-olds)
January	October	Spring	January	Summer
February	November	Spring	February	Summer
March	December	Spring	March	Summer
April	January	Summer	April	Autumn
May	February	Summer	May	Autumn
June	March	Summer	June	Autumn
July	April	Autumn	July	Autumn
August	May	Autumn	August	Autumn
September	June	Autumn	September	Spring
October	July	Autumn	October	Spring
November	August	Autumn	November	Spring
December	September	Spring	December	Spring

What Childcare Savings Can I Make



Tax Free Childcare



Childcare
Choices

Find out how the government could help **you** with the cost of childcare at childcarechoices.gov.uk



UHSussex Salary Sacrifice Scheme



Tax Free Childcare Scheme (Replaced Childcare Vouchers)

Tax Free Childcare is a Government scheme open to all parents who work a minimum of 16 hours a week and who pay for an Ofsted registered childcare for children under the age of 12 years (16 if the child is disabled).

Those families eligible for the Tax-Free Childcare will be able to receive up to 20% of their yearly childcare costs paid for by the Government for childcare below £10,000 per year.

To apply for this scheme, you need to complete the relevant application form online and provide the reference details to the Nursery Manager.

Further information on suitable Childcare Savings please refer to the online tax credit calculator www.gov.uk/tax-credits-calculator

Salary Sacrifice

Only for UHSussex Employees. Your nursery fee deduction will be taken from your Gross salary (before Tax and N.I.). This allows a saving up to a third of your nursery fees.

This is a means tested scheme and the Nursery Manager will request a payroll check to ensure that after the deduction your salary does not fall below the National Minimum.

As an employee salary scheme this could potentially impact on future employment benefits such as Pension and Maternity Allowance. For further information please go to www.nhsemployers.org/articles/salary-sacrifice-and-tax-free-childcare

**You will not be able to be on this scheme if you are in receipt of Tax-Free Childcare or other child/universal tax credits.*

What Do I Need For Nursery



The Nursery Provides

- ▶ Breakfast: Cereals, Toast, Fruit & Yoghurt
- ▶ Snacks: Fruit, Vegetables, Crackers, Hummus
- ▶ Cooked Lunchtime meal with dessert / fruit
- ▶ High Tea: Sandwiches, Beans on Toast, Wraps, Fruit
- ▶ Drinks: Water, Milk (includes Soya) occasionally hot chocolate
- ▶ Watery Ice Lollies during hot weather

- ▶ Emergency spare clothing (these must be returned)
- ▶ Personal care wet wipes (not brand name)
- ▶ Emergency Paracetamol (consent required)
- ▶ Sun lotion (consent required)

Please Bring From Home

- ▶ Coat, jumper, sunhat, gloves. Please dress accordingly to the weather and for outdoor play
- ▶ A personal bag or ruck sack that is clearly labelled with the child's name to keep belongs
- ▶ Appropriate footwear for outside play (no backless or toeless shoes)
- ▶ Changes of clothing especially for those potty training
- ▶ Babies: Formula or Breast Milk. Suitable foods if nursery foods/snacks are not suitable
- ▶ Allergy/Diet needs, other suitable foods
- ▶ Nappies, wipes (personal preference) barrier creams
- ▶ Child's comforter
- ▶ Drinks bottle (depending on playroom request)

There are occasions when we would ask parents to supply additional items above the agreed provision. For example, if allergy/diet or lifestyle foods or drinks are not accessible for our Trust catering department. If there is a 'themed' activity which may involve the trying of new foods or if the children require a pack lunch / meal for an 'off the premises' outing.

Frequently Asked Questions

Will I be charged for settling sessions in the nursery?

No, the nursery will liaise with you approximately 1 month before your child is due to start in the nursery to arrange an introduction session. The first settling session you will be required to stay with your child and complete all admission documents. You will meet the assigned 'Key Person' and other staff that will be working in the playroom. There will be subsequent settling sessions arranged in which you will be free to leave the nursery for a short period of time.

Depending on the age of the child and agreed contractual sessions the nursery will want the child to have successful mealtime and sleep before they are able to start.

Do I have to pay when my child is on holiday or off sick?

Yes, you will be charged when your child does not attend. This is because the staffing ratios in the nursery must be always maintained.

If a parents/carer needs to attend a meeting or training on a day the child does not usually attend the nursery may be able to swap the session (availability permitting) however this is at the discretion of the Nursery Manager and within a one-week period only.

We do request that you contact the nursery at the earliest point if your child is not attending due to holiday, days off or sickness.

Do I have to pay for Bank Holidays?

No, you will not be charged for any days that the nursery is closed.

The nurseries are not open on Bank Holidays and generally closed for a week between Christmas and New Year (usually clients are notified of Christmas closure period from late September)

On very rare occasions the nurseries may be required to close for training purposes if this was to happen there will be sufficient notice period and sessional fee will be reimbursed.

What if I wish to change the number of sessions/days that my child attends?

We require one month's notice of any changes that you may wish to make to your child's attendance. If the Nursery Manager can accommodate your request, then the nursery would prefer this change to occur at the start from the beginning of the following month.

If possible, the nursery will try to accommodate adhoc sessions to support extra working shifts or training.

What if I am not on the Agenda for Change (AFC) scale?

If you are not on the Agenda for Change pay scale but an NHS employee paid on a different scale i.e. GMB you will be asked to provide the Nursery Manager with your current annual full-time salary, and it will be matched to the nearest fee rate.

**All sessions fees are based on AFC full time salary.*

Those clients that are non-NHS employees there is a separate daily and sessional charge.