

# Summerfield House Day Nursery

Chertsey Road, Chobham, Surrey. GU24 8HF



## Prospectus 2026

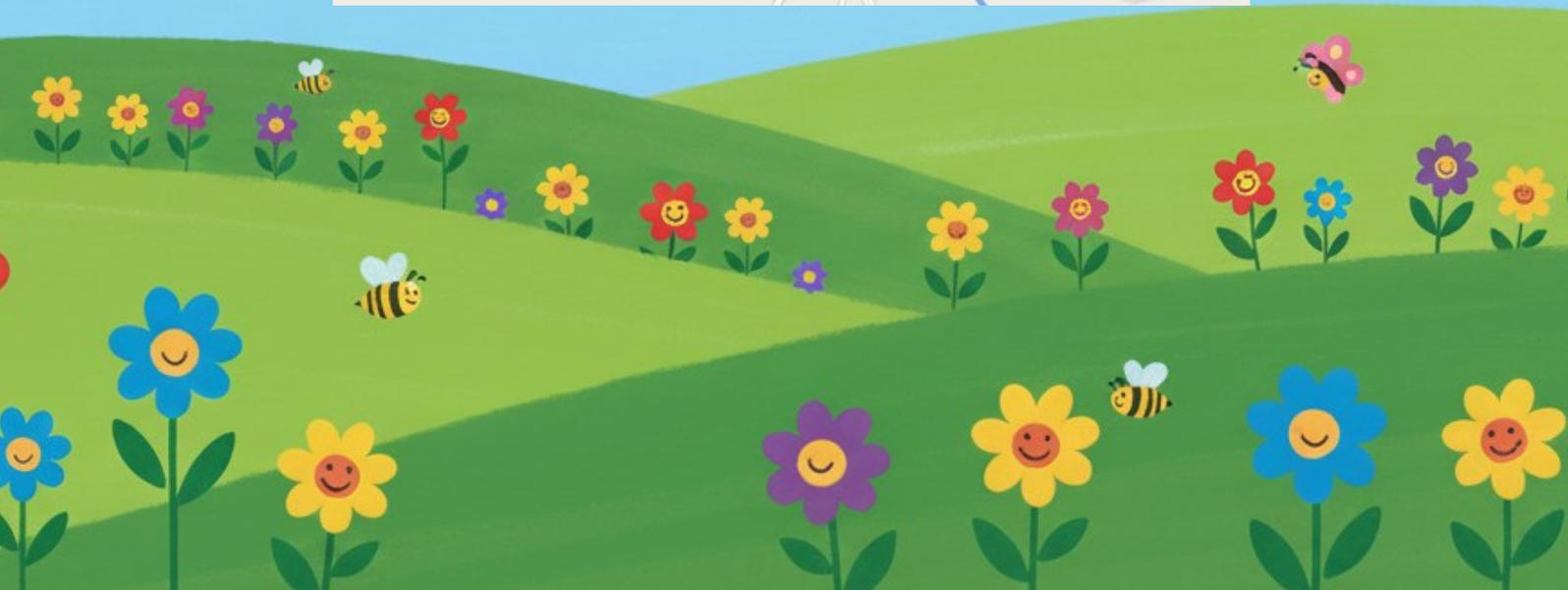


# Where we are

Summerfield House Day Nursery is situated in rural surroundings in a large fully air-conditioned country house on the A319 just a mile outside Chobham village and is surrounded by farmland. It has a large lawned garden and an Astro turfed area where there is a variety of climbing and balancing equipment to encourage physical development. In addition to this, each unit boasts their own play area with a safety sponge floor.

Adjoining the Nursery is a small farm where children can see various animals including chickens, ducks, pigs and goats. There are also horses and donkeys in the field beside the farm. We would like to emphasise that the animals are kept in secure enclosures!

You are most welcome to visit the nursery and to meet our Principal and Staff. Please telephone us on 01276 856556 for an appointment.



# All about us

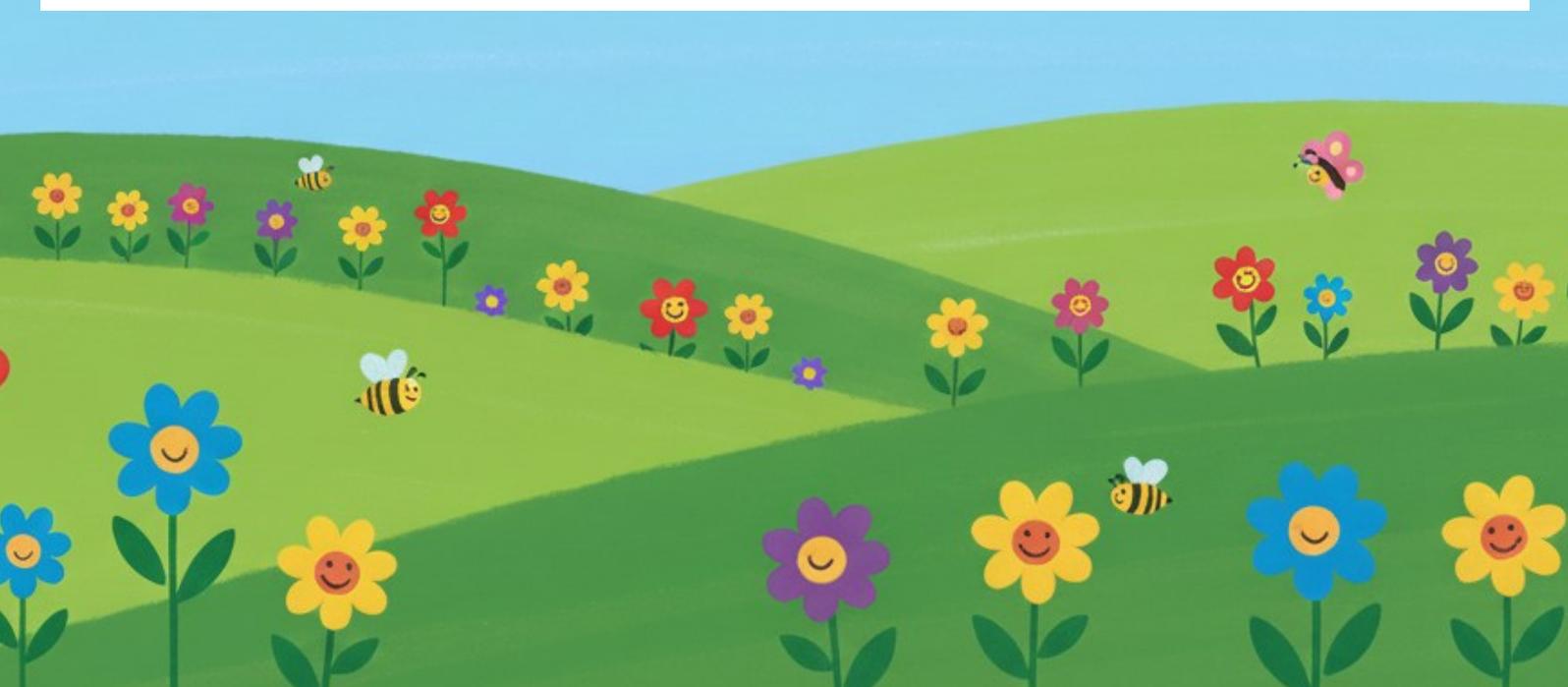
With 5 children and a full-time career, Adele Doran, the Nursery's founder, knows from personal experience the importance of finding the very best childcare. She also knows how difficult this can be. The traditional nanny is expensive and hard to come by. Workplace nurseries are few and far between and not always ideal.

At Summerfield House, we accept children aged between 3 months to 5 years. We aim to tap the enormous potential of children who are ready to mix with others yet still need the security of a homely and caring atmosphere. This provides the kind of personal attention which enables children to learn, laugh and play, knowing themselves to be in safe hands.

Our curriculum is broad. It includes collage, water and sand play, music and drama, painting, pre-reading, number work and handwriting which are all introduced at the appropriate stage for each child. Our staff keep records on each child's progress and parental involvement is welcome at all stages. Parents may visit whenever they wish to discuss their child's progress. All of the Nursery's policies are contained within our compliance manual which is available for parents to see at any time.

Summerfield House opened in 1991 and has space to accommodate children in small groups. We are open 51 weeks of the year, from 8.00 a.m. to 6.00 p.m. Monday to Friday. Although essentially offering full-time places, some part-time places are available which are full days and on an all year round basis.

We are proud to have completed the Surrey Early Years Quality Assurance Scheme - we were one of the first settings in Surrey to have completed the Scheme. We are delighted to have passed all the following modules - Being Healthy, staying Safe, Enjoying & Achieving, Making a Positive Contribution and Organisation. This scheme impacted our practice as we continue to evaluate our daily practice and make improvements. The children who attend today benefit from our extended knowledge and everything that was put into place. It taught us to look deeper into our practice and it influenced the way we train staff. As an overview, it can be likened to completing an NVQ award for our setting!



# Testimonials

(July 2025)

We just wanted to say the biggest thank you for yesterday! So much love and work went into it and we loved every minute! Such a special day for all of us!

I am so heartsore to say goodbye to this magical place, you and your incredible team! You have all given us so much support and joy over the years and we feel truly blessed that our children were able to be part of such an amazing experience!

Thank you for everything!

Thank you again for the wonderful celebration on Friday, we are so appreciative - what a special day! Thank you also for the beautiful scrapbooks and also the very detailed and personal report which I know must have taken so much time and it really means a lot. My husband and I are feeling very lucky and privileged that our son has spent his early years at Summerfield, and that you and your amazing team have played such an important part in shaping the boy he has become! You have built something so very special at Summerfield, it's a one of a kind setting.

Thank you from the bottom of our hearts!

Where to begin ... Kate and the team have always created a nurturing and supportive environment over the years. Both our children attended Summerfield House Day Nursery and flourished with the guidance and encouragement of the team. Our daughter particularly enjoyed having the same key carers as she benefits from routine and consistency. They were made to feel loved and safe on a daily basis. Their achievements were celebrated and we know that it has improved their confidence to go to primary school. The nursery itself is the most wonderful space for them to learn and explore. The team have been fantastic at understanding both our children's needs and they in turn adore them. We have been truly blessed to have been able to have our children attend such a magical, loving place.

Thank you

Kate - thank you for everything! We feel so lucky our Son has had this beautiful Summerfield journey in his early years. The progress he has made and his leaps in confidence are largely due to his time at pre-school. Thank you for looking after him, his peers and managing such an amazing system and amazing teachers too - we are so so grateful - can't wait for our other son to also be under your wing

Summerfield has been part of our lives for most of the past 10 years, with both of our daughters attending—and I can honestly say it feels more like a family than just a nursery. Many of the staff who cared for our eldest were still there to welcome and nurture our youngest, and that consistency has meant so much to us. The care and love they've shown, especially for our youngest daughter—who has faced several medical challenges around eating and swallowing—has been nothing short of incredible. You can always tell a "Summerfield child"—they're confident, independent and are truly ready for school. Our eldest still counts her nursery friends among her closest, even though they've all gone on to different schools.

Our youngest is more than ready for school now, but saying goodbye to the Summerfield family will be bittersweet. We'll forever be grateful for the love, support, and foundation they've given our girls.

It is hard to put into words just how brilliant Summerfield has been for our Daughter. Nothing quite captures how positive this experience has been for both her and us as parents. Our daughter is one of the youngest in her year and had she been anywhere else, we might be feeling nervous about her transition to school. But thanks to the caring nature of the team, their attention to detail and the clear passion they bring to their work, we feel nothing but confidence.

Summerfield is a truly outstanding nursery. The team is thoughtful, skilled and everyday they bring fun, joy and learning into our Daughter's life while delivering the highest standards of care and education. First class!

Thank you

# Testimonials

(July 2025)

Can't believe our youngest daughter started in the baby room and is now leaving Big Pre-school for school. This is our last child to go through the wonderful Summerfield and cant thank the staff enough. Genuinely feel like extended family to our children during their time here. Thank you for teaching, guiding, encouraging and loving our girls getting them excited and ready for school. As well as supporting us (parents) when facing challenging times (potty training, sleep regression etc) Cannot fault the Summerfield team, sad to leave but excited to see who our Daughters will grow up to be. Thank you from the bottom of our hearts.

Summerfield is a truly special place. The long-standing team, led with the dedication and care by their manager Kate, creates a nurturing environment where you know your child is in kind and capable hands. The nursery's reputation speaks volumes - from consistent continuity of care, expertly run potty training boot camps, to thoughtful planned special events! Most importantly, there's a deep sense of reassurance that your child is exceptionally well looked after.

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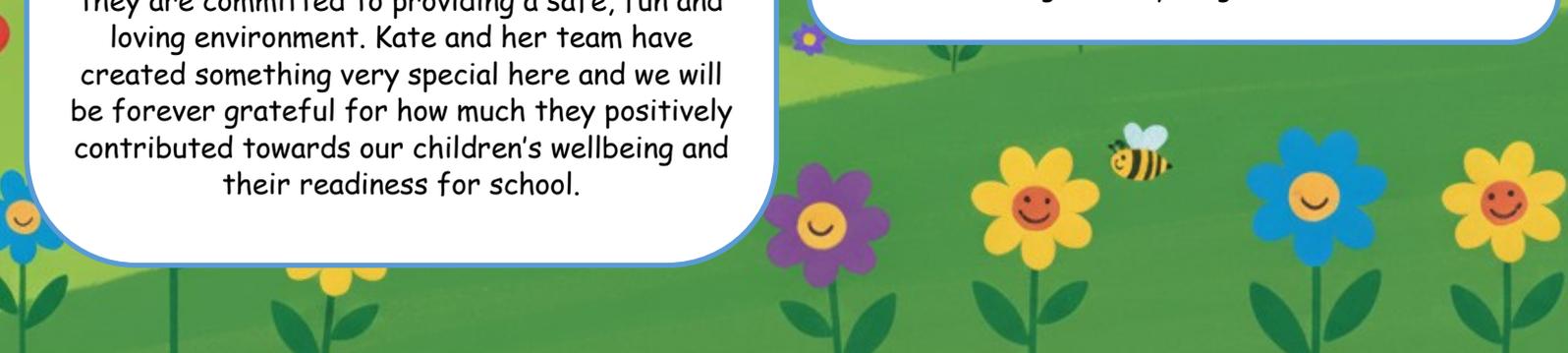
Summerfield House are in a league of their own with the love, traditional values and learning that they instill in all the children that are lucky enough to attend. They offer a warm and homely environment with so much outdoor space for the children to explore, learn and have fun. I found the potty training boot camps they offer incredibly helpful and supportive as well. All of the staff lead with so much heart and care and they are committed to providing a safe, fun and loving environment. Kate and her team have created something very special here and we will be forever grateful for how much they positively contributed towards our children's wellbeing and their readiness for school.

Both our children have thrived at Summerfield House thanks to the constant care and dedication of all the staff. Both have been wonderfully prepared for school, particularly through the thoughtful introduction of phonics, which has given them a strong foundation for learning. Most importantly they've grown into confident, kind and caring individuals - a reflection of the nurturing and supportive environment that Summerfield has provided.

We've been incredibly happy with the care all 3 of our children have received over the past 6.5 years at Summerfield House. Each of them has left feeling confident and well-prepared for school, with strong social skills and lovely friendships that we know will continue to grow beyond nursery. We're truly grateful for the nurturing and supportive environment provided throughout the years!

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What an amazing event on Saturday. You really are the best team out there and we are so grateful to have such an amazing group of people looking after our little ones. You put in so much effort, seeing all the different setups and opportunities spread around the rooms for the children. Honestly, it was spectacular. Well done and a huge thank you again from us!

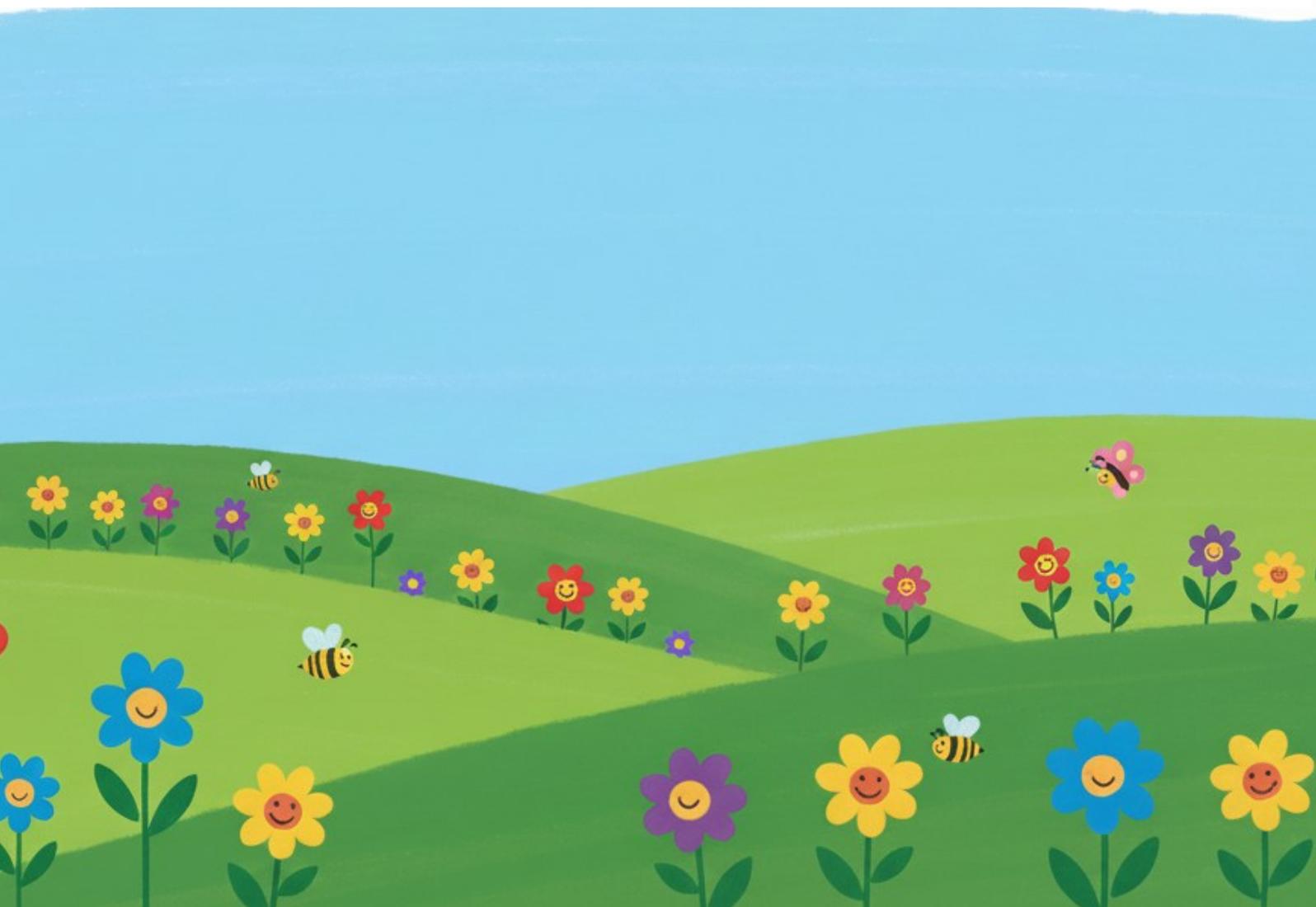


# Ofsted Inspection 2022

Summerfield House Day Nursery is inspected by OFSTED and a copy of our latest inspection can be found both on our website

Summerfield House are delighted to announce that they received a GOOD inspection judgment under the new inspection framework. To review the report, please visit the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) click on the Inspection reports and enter 'Summerfield House Day Nursery' in the quick search box on the right hand side of the web page.

*"Staff warmly welcome children into the nursery. They plan activities that capture the children's interest and imagination. The nursery provides a wide range of suitably challenging activities that help the children to build on what they know and can do. Children enjoy time outdoors, planting seeds and growing vegetables in their allotment. Children excitedly collect eggs and learn about the animals on the on-site farm. Children feel safe to confidently explore and make choices about what they want to do. They show good levels of engagement and are supported with turn taking. Children are rewarded for their achievements and are well prepared for their transition to school. Children's communication and language are supported through meaningful interactions. New vocabulary is introduced through engaging books, stories and songs."*



# Babies and Toddlers

- Learn new routines

- Learn how to get used to a busier day

- Seek comfort and cuddles with people we feel secure with

- Build relationships with adults we learn to trust

- Observe and watch other children to help us learn and grow

- Begin to separate from our Mummy's and Daddy's and learn that they will always come back!



- We learn new words and vocabulary

- Listen to lots of stories and begin to have favourites

- Use 'baby-sign' to say please and thank you with help from our adults

- Babble and talk a lot, noticing and responding to facial expressions



- Start to crawl, stand, walk and run!

- Have our nappies changed by caring and trusted adults

- Learn to explore our environment physically like using the soft-play

- Visit the animals and the farm

- While we learn to explore and become physically active, our First Aid-qualified teachers are always ready to help if we take a tumble!



- Learn how to explore messy materials and resources

- Have lots of clean toys to play with and there are lots of different resources to keep me entertained.

- Learn through our play

- Sit and play on the floor with our adults

- Eat our meals with other children

- Enjoy 3 meals each day and explore different tastes and textures during fruit snack

- From 18 months we start to learn about toilet training, our teddies and dolls wear pants and use role play potties

- Have a key person who creates a scrapbook with pictures and observations that show our development and all of our interests!

- We have special adults share our days with our Mummy's and Daddy's when they collect us, they like to talk about what I have eaten, how long I have slept for and my toileting. They also share what I have learnt and been up to throughout the day!

- We are kept clean and tidy all day

- Have adults who give me time and treat me with respect and care

- Talk about our sleep patterns and how they change as I get older



- Learn songs and repetition

- Learn our numbers 1-3. We even count our socks when they're put on!

- Enjoy transferring and transporting objects from place to place



# Farm and Garden House

- We learn about shapes and colours

- Matching and ordering things

- Making shapes with malleable materials like playdough

- Counting 1-5 using objects to represent the numbers



- Balancing on a balance beam

- How to explore and investigate the natural environment and our garden

- Maneuver on ride-on toys and scooters

- How much fun we can have with messy play like sand, water, crazy-foam and paint!



- Digging and planting in the allotment

- How to climb climbing frames and take risks in play

- How to use our imagination in play, dressing up as different characters

- Learning how to have fun with other children

- Using small world play to replicate things we have seen at home!

- Using objects to entertain myself like calling people on the toy phones

- How to share and take turns

- To make noises and sounds with the musical instruments

- Learn a larger repertoire of songs and rhymes

- Jumping, tapping and moving to music



- We build a love for books and stories, especially with puppets to keep us interested

- How to use different tools to make marks on paper and pretty pictures

- How to control my big muscle groups that that we can get stronger!

- How to use kind hands and feet and control our bodies



- How to eat nicely at the table and use our manners

- How to wash our hands and wipe our noses

- How to get ourselves ready for the garden

- How to be confident and happy!

- Taking control of our toileting and wearing pants—with lots of trips to the toilet!

- How to handle big emotions with the help of a calming corner

- How to communicate using more and more words

- How to manage the day without or with a shorter sleep

- We learn all about the world around us, the animals and how we care for them

- How to laugh and have fun, finding things funny

- Look after my friends and empathise with their emotions

- How to follow and understand basic boundaries so that we can learn what is right and wrong.

- Following a routine in an exciting and interesting way to keep us busy!



# Little Pre-School

- Understand simple instructions and routines
- Confidently communicate appropriately throughout the day in different scenarios, always using lovely manners.
- Understand simple stories without pictures or props.
- Understand and complete sequences of instructions
- To play with so many different toys including the role-play area and dressing up as different characters
- Ask the meaning of any unfamiliar words.
- Be able to anticipate key parts and phrases in stories
- Identify letters of our names



- Learn to count to 1-10 securely
- Make marks and identify some basic shapes
- Learn to identify simple shapes, patterns and colours
- Move and dance to music, morning exercise and yoga
- Learn to sort, order and match
- Begin to learn positional language
- How to complete simple puzzles



- We use paintbrushes and water to make marks and patterns on the wall
- Love to splash in the puddles
- Learning how to strengthen our fine motor movements doing table-top activities like peg-boards



- We learn to care for the environment and grow vegetables and sunflowers!
- Learn the life-cycle of a butterfly

- We learn skills that help us to become independent like doing the 'coat trick' to put our coats on
- We learn to use our manners throughout the day, including at meal-times
- Learn to be kind to everyone
- Learn to become confident in our abilities and perform songs and dances for our friends
- We learn to use kind hands and feet to help us having nicer friendships
- We learn to regulate our emotions and how to express ourselves
- Play group games like 'duck, duck, goose' and 'what's the time Mr Wolf'
- We learn to become part of a community wearing uniform!



# Big Pre-School



- We learn skills that help us to become independent like doing our zips up
- We learn to set our places at meal-times and pour our own milk for our cereal

- To use our manners throughout the day, including thanking our teachers before we leave at home time
- Learn to treat everyone and everything with kindness and respect
- Learn school readiness including having the responsibility of taking book-bags home, getting ready for PE in a time frame
- Perform a Nativity play for parents
- Learn to toilet independently
- We celebrate and are proud of our achievements, we celebrate these by having a half-termly star-party once we have achieved our targets

- We learn to care for our teeth and about how important our Oral Health is
- We share happy times and lots of laughter with our friends
- We learn to support our friends in their learning
- We learn to express our emotions and feelings appropriately, using words and calming techniques

- We celebrate festivals and important days from different cultures
- We learn to respect everyone's choices and respect others opinions



- Learn to take part in adult and child-led activities like table-top activities
- Dig in our allotments
- Watch our animals grow on our farm and collect eggs from the chickens

- Understand spoken instructions without stopping an activity we are completing using flexible attention.
- Confidently communicate appropriately throughout the day in different scenarios, always using beautiful manners.
- Understand simple stories without pictures or props.
- Understand and complete sequences of instructions
- Ask the meaning of any unfamiliar words.

- We have guided reading sessions and learn how to respect and care for written materials
- Act out our favourite stories in the role-play area and at story time
- Recognising letters and words in activities, our surroundings and games
- Learn the phonetic alphabet and the correct sounds, also naming objects that begin with these letters



- Learn to count to 20 accurately
- Match and sort objects.
- Identify basic shapes, numbers, patterns and colours in the environment.
- Understand basic addition and subtraction

- We learn hand-eye coordination to engage in different ball games like tennis, football and 'messy bedrooms'
- We learn to use this equipment safely and carefully
- Experiment with problem solving, achieving outcomes and investigative activities
- Working as a team and group during activities like building structures

- Explore the garden and the world around us
- Learn to care for the environment and all creatures as well as their life cycles



# Big Pre-School Routine

08:00-08:50	Welcome & Breakfast
08:50-09:15	Tidy up time
09:15-10:00	Learning Groups
10:00-10:30	Snack Time
10:30-11:00	Free-Flow
11:00-11:30	Big Garden
11:30-12:00	Stories and Lunch Prep
12:00-12:30	Lunchtime
12:30-13:30	Big Garden
13:30-14:15	Little Garden and Phonics booklets
14:15-14:45	Snack time
14:45-15:30	Learning Groups
15:30-16:00	Tidy up time and Tea Prep
16:00-16:30	Tea time
16:30-17:00	Cheese Game and Learning Questions
17:00-18:00	Home Time



# Sample Menu

We follow the Eat Well, Start Well guidelines and provide fruit snacks twice a day to support healthy eating habits. A balanced diet is especially important in the Early Years, as it helps children grow, develop, and build positive lifelong relationships with food.



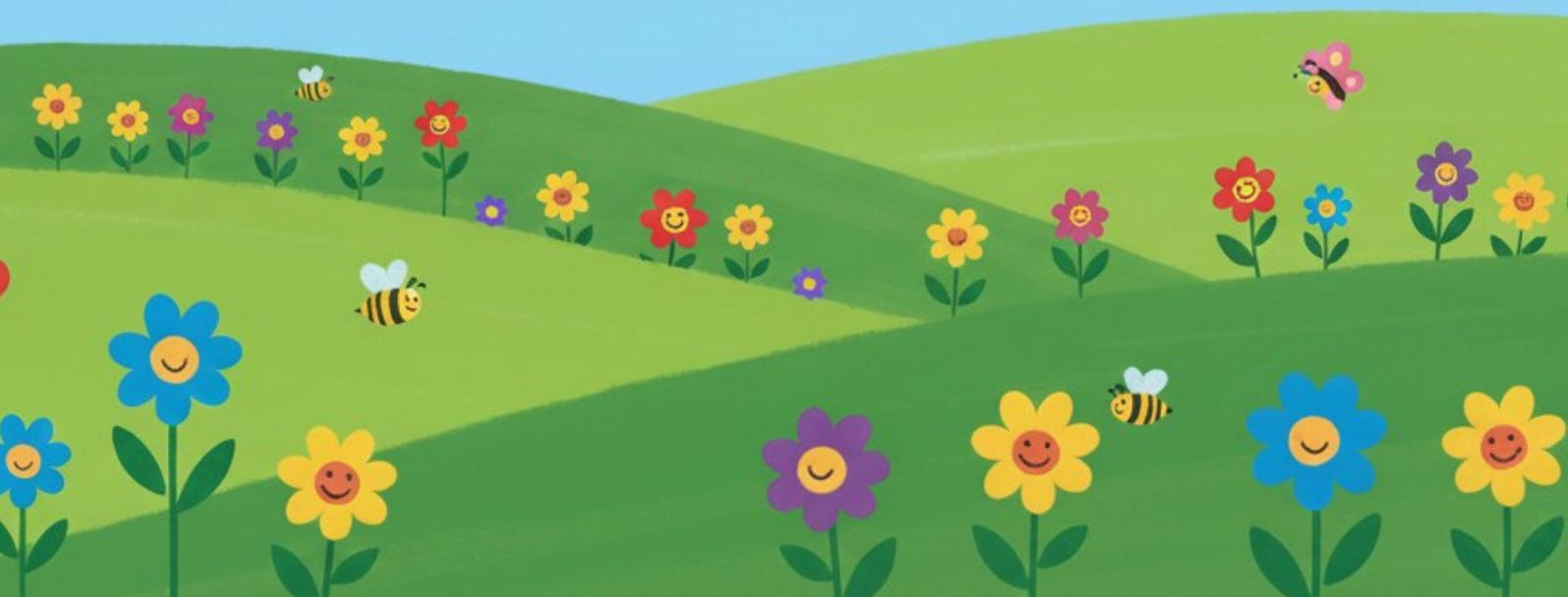
COMPLIANT WITH EARLY YEARS FOUNDATION STAGE NUTRITION GUIDANCE

ALL MENU'S APPROVED BY SPECIALIST PAEDIATRIC NUTRITIONIST EMMA SHAFQAT



Winter Menu WEEK 4	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Lunch</b>	Turkey & vegetable casserole with country style diced potatoes <b>Cel</b>	Lentil & vegetable bolognaise with tricolore pasta twists <b>Ce Cel</b>	Boned & rolled roast Pork <b>Cel</b> , roast potatoes, broccoli, cauliflower & baby carrot medley	Chicken & vegetable kebabs <b>Cel</b> with basmati rice	Cod loin, salmon & broccoli in a 3-cheese sauce <b>Da Cel Fi</b> with baked potato
<b>Dessert</b>	Plum, apricot & watermelon cocktail	Semolina with fresh strawberry puree <b>Da Ce</b>	Natural yoghurt with blackcurrant puree <b>Da</b>	Honeydew melon & peach cocktail	Orange & lemon sponge <b>Eg Da Ce</b>
<b>Snack</b>	Fresh Chopped Fruit	Fresh Chopped Fruit	Fresh Chopped Fruit	Fresh Chopped Fruit	Fresh Chopped Fruit
<b>High Tea</b>	Mexican rice <b>Cel</b> Grated Carrot	Fill your own tortilla <b>Ce</b> with grated cheese and salad <b>Da</b> Carrot Sticks	Tomato & basil linguine <b>Cel Ce</b> Baton Cucumber	Sliced turkey in a soft white roll <b>Da Ce Se</b> Tomato Wedges	Beef & bean chilli <b>Cel</b> with brown basmati rice, sweetcorn & cucumber
<b>Dessert</b>	Apricot Oat Bar <b>Da Ce</b>	Apple & berry crumble pot <b>Da, Ce</b>	Winter spice loaf <b>Ce Eg Da</b>	Banana Oat Cookie <b>Da Ce</b>	Smooth Mango yoghurt <b>Da</b>

We list the 14 food allergens: **Cereals** (gluten, wheat, rye, barley, oats) **Crustaceans** (prawns, crab, lobster) **Eggs**, **Fish**, **Peanuts**, **Soybeans**, **Dairy**, **Nuts**, **Celery**, **Mustard**, **Sesame**, **Sulphur dioxide**, **Lupin**, **Mollusc** (clams, mussels, whelks, oysters, snails)



# Fees from April 2026

(Full day care from 08:00-18:00)

<b>UNDER 2s</b>	<b>5 DAYS</b>	<b>4 DAYS</b>	<b>3 DAYS</b>	<b>2 DAYS</b>	<b>1 DAY</b>
Daily Fee	£99.00	£102.00	£104.00	£106.00	£108.00
Monthly Fees (Note 6)	£2145.00	£1768.00	£1352.00	£918.66	£468.00
<b>OVER 2s</b>	<b>5 DAYS</b>	<b>4 DAYS</b>	<b>3 DAYS</b>	<b>2 DAYS</b>	<b>1 DAY</b>
Daily Fee	£98.00	£100.00	£102.00	£104.00	£106.00
Monthly Fees (Note 6)	£2123.33	£1733.33	£1326.00	£901.33	£459.33

### How the Funding Is Delivered at Summerfield House

Summerfield House provides full-day care only (not half-day sessions).

A maximum of 6 funded hours per day can be claimed.

Funding is available for 38 weeks per year (term time only).

To access the full 30-hour entitlement, children must attend 5 days per week during term time.

As we operate full-day sessions that exceed the funded hours provided by the Government, parents are responsible for paying the remaining daily hours and associated all-inclusive service charge.

# Notes on Fees

1. There is a one off initial £100.000 registration fee to accompany the application form and T&C's
2. A deposit of one months fees is held by the nursery and returned when three months notice is given in writing
3. Payment is due in advance and is payable on or before the first of each month
4. A bank type interest surcharge of £15.00 is made if the fee is paid a week late and another £15.00 is charged for every additional week late. Such surcharge(s) will be added to next months invoice . Please note that this is not applicable to employer's childcare vouchers, which we understand have to go through several hands before they reach us. However, it does apply to the cash element of the fee payment
5. Once a place has been offered and accepted, payment of the deposit, being one months' fees, should be made to secure a place. Please note, the deposit is separate to the first months fees
6. If a place is cancelled, then three months' notice must be given or three months' money will be charged
7. The fees are subject to change with a minimum of one month's notice
8. 6.Fees are calculated on an annual basis and divided into 12 equal months, where each month's fee is the same (including those months that have a Bank Holiday and December). The Nursery is closed from Christmas Day to 2nd January. Please remember that staff, our biggest cost, are paid annual salaries. This also means that there is no reduction in fees where a child is absent due to sickness, holiday, etc.
9. The nursery accepts most childcare vouchers
10. We are registered to receive tax-free childcare methods of payment
11. An earlier start from 07:30am can be arranged with prior notice requested to the Principal for an additional cost
12. Failure to collect your child before 18:00pm will incur additional charges
13. FEE funding, both Universal and Working Parent Entitlement is accepted at Summerfield House with a maximum of 6 hours per day. Summerfield House is an independent private Day Nursery which has a service charge and private hours payable after Surrey County Council funding is taken into account. Our day is longer than the funding pays for so this is therefore payable by the parents. Summerfield House will invoice a cost for our all inclusive service charge and private hours and will detail how many hours of funding the child is accessing. For further information about funding, please search on the 'Best start in life' website.



# Admissions Policy

- Our aim is to ensure that all of our community has access to the setting through open, fair and clearly communicated procedures. This will be carried out in the following way.
- We accept children from 3 months to 5 years old and they can attend for any number of days ranging from 1 day to 5 days per week.
- Bookings are generally made following a visit to the nursery and after receiving a prospectus. Once an application form has been completed and returned along with £100.00 registration fee, then your child's name will be placed on the waiting list. The days required, the child's age and availability are matched before an agreement is made.
  - We act on a first come, first served basis and make allocations according to staff ratio's and the age of the child.
- The nursery is advertised in directories such as the yellow pages, the phone book, the local church magazine, the family grapevine magazine as well as with the Early Years website and the local council. Please visit our website.  
[www.summerfielddaynursery.com](http://www.summerfielddaynursery.com)
- Information is available in a written format through our prospectus and the website, we can also provide you with verbal communication either over the phone or by visiting the nursery.
  - In the event of organising a waiting list, we will place children on there on a first come, first served basis and any advanced bookings will be placed when requested, for example if an existing family are expecting another child and the parents request the sibling to be added to the list whilst they are still pregnant for a guaranteed place.
  - Once the place has been confirmed in writing and a start date has been decided, we will liaise with the parents to arrange mutually convenient pre-start visits. These visits allow parents time to ask questions and time to get to know the staff who will be directly looking after their child. Entry questionnaires, forms and welcome booklets are given to parents at this point. Discussions will take place at these visits about
    - Who will be collecting and dropping off their child. Our password procedure will be discussed should they wish anyone new to collect the child. This is also on the questionnaire.
      - Our policies and procedures.
- Our complaints procedure is made available to all and we have OfSTED posters displayed which directs parents should they have a complaint. We also welcome comments either verbally or in writing should parents wish to communicate in this way. Email contact is also discussed and regular contact is encouraged.
- Information about each child is kept in a locked filing cabinet in the office, this information consists of ~ application form, signed terms & conditions, entry forms, incident / accident forms. Parents are also reminded regularly to keep information up to date.
  - If financially viable we will keep 'an emergency place' available for an emergency admission however consideration to numbers and ratios will be made if this situation arose.
- Our nursery is made available to all carers and relations and we ensure to make them all feel welcome. We will share relevant information with all who we have permission to do so.
- This will be done without prejudice and all individuals will be treated equally regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- Every effort will be made to accommodate children with or without disabilities to take part in the daily practices within the setting. We will adapt to any additional needs as required should it be viable for us to do so.
  - To avoid any accidental discrimination taking place, all applications are considered equally regardless of any situation.
  - Our equal opportunities policy is made widely known by giving all staff a copy on their induction and offering it to parents through our policy folder.
  - Opening times are discussed with every family on an individual basis when they visit the nursery to ensure convenience for the family needs and ease to their day and also to avoid excluding anyone.
- We aim to be as flexible as possible with attendance patterns however, financial commitments, continuity and regularity for the child and staff are also taken into consideration.

# Terms and Conditions

## 1. IN THESE TERMS AND CONDITIONS

"The Nursery" is Summerfield House Day Nursery Ltd., Chertsey Road, Chobham, Surrey GU24 8HF

"The Parents" are the Parent(s) or Guardian(s) responsible for any child attending the Nursery

"A Place" is the reserving and keeping open a position for your child to attend the Nursery.

## 2. ADMISSION

The Application Form should be filled in and returned with a non-refundable registration fee of £100.00 if you wish your child to join the waiting list. Priority is given to children who require fulltime day care. However, if you require a part-time place (minimum one day a week) your child can join a separate waiting list.

Please note that should you wish to move the start date to a later date, the Nursery will charge you 50% of the fees that would have been incurred from the original stated place date up until the actual place date if this is within one month of the planned start date.

## 3. DEPOSIT

The deposit is one month's fees, to be paid upon acceptance of an offer of a place at the Nursery. Should parents decide not to take up the place, three months' notice will be required, otherwise we regret that the deposit will be non-refundable.

## 4. FEES

Fees must be paid monthly in advance on or before the first day of each month. Interest will be charged at 0.5% per week on any overdue fees. A deposit should be paid by via bank transfer 28 days prior to the admission of the child to the Nursery. The deposit will be refunded to the payer once the child has left, but any outstanding fees or costs shall be deducted.

Should you wish to leave your child at the Nursery before 8.00 a.m. or after 6.00 p.m. an extra "out of hours" fee will apply but you must seek prior arrangement from the Nursery.

Both Universal and Working Parent Entitlement is available to claim. Our all inclusive service charge and private hours are invoiced monthly.

## 5. ATTENDANCE

If your child is unable to attend, please notify the Nursery by telephone by 9.00 a.m., otherwise children will be expected to attend for their allocated days. The Nursery regrets that refunds cannot be arranged in the case of absence. The Nursery reserves the right at any time to refuse admission to and/or send home any child if it considers such action to be necessary in the best interests of the Nursery and for the other children.

## 6. TERMINATION

The Nursery must be kept open and fully staffed at all times. Consequently, three months' written notice of withdrawal of a child's place or reduction in attendance must be given. Full fees will still be charged if this notice is not given.

Other reasons for terminating the place may include:

Non-payment: Failure to pay fees as outlined in the enrolment contract.

Behavioural issues: Children who pose a risk to themselves or others, exhibit persistent disruptive behaviour, or refuse to follow rules.

Safety concerns: If a child's behaviour or actions compromise the safety and well-being of others in the nursery.

Special care needs: If the nursery feels unable to meet a child's specific needs, such as feeding, sleeping, or requiring one-on-one attention.

## 7. BREAKS

If your child is on holiday or absent for any reason, the normal fees must still be paid in order to keep your child's place open for him/her to return, as the Nursery staff and other costs must continue to be paid by the Nursery.

## 8. ILLNESS

Parents are requested to notify the Nursery if children have been in contact with an infectious disease. Parents must not bring their children to the Nursery if they are unwell or suffering from a contagious infection or illness. The Nursery reserves the right to refuse entry to any child which the Principal considers is, or may be, unwell or suffering from any contagious or infectious complaint. Parents are required to disclose to inform the Nursery as soon as they become aware of any abnormality, disability, infection or allergy which affects or which may affect the child or other persons in the Nursery. The Nursery shall have the right to act in loco parentis for the child and in the case of any illness, accident or emergency shall have the right to take such action as the Principal of the Nursery sees fit, including hospitalisation if necessary, whether or not the parents or next of kin have been informed. Every possible effort will be made to contact the parents in the case of emergency. Medicines can only be administered by staff after a consent form has been signed by parents.

# Terms and Conditions

## 9. CHANGE OF ADDRESS

Parents are asked to inform the nursery straight away of any change of address or telephone number, either at work or at home, including emergency numbers.

## 10. COLLECTION OF CHILDREN

Please ensure that you inform the nursery staff if anyone other than yourself will be collecting your child/ren from the Nursery. If possible, make that person known to us beforehand and create a password for security.

## 11. PARKING

Use either the car park at the front of the nursery or the car park next to Pre-school. Parking on the grass verge or on the road is not permitted.

## 12. LOSS AND DAMAGE

The nursery cannot take responsibility for loss of, or damage to, property or clothing. Children should be dressed in hardwearing, washable clothing which can stand up to Nursery activities. Children should not bring money or expensive toys to the nursery.

## 13. BELONGINGS

Each child should keep at nursery the following items which should all be clearly marked with the child's name: A complete change of clothes, Wellington Boots, Nappies and cream if necessary, formula milk if applicable, Suitable outdoor clothing (sun hats and sun cream for the sunny days and a warm coat, hats and gloves for the colder days)

## 14. PHOTOGRAPHY

The nursery has iPads and digital cameras to take photographs of your child to support their learning and our developmental records. The photographs are used exclusively for nursery.

## 15. EYFS

The staff will be keeping records on your child according to the statutory Early Years Foundation Stage framework. These records are available for you to see and they will be passed on to your child's Infant school.

## 16. SUMMERFIELD EMPLOYEES

In the event that any employee of the Nursery with whom the Parent has had personal dealings accepts an engagement, employment or provides services with the Parent, directly or indirectly, within 3 months of leaving the Nursery's employment, the Parent shall be liable to pay an introduction fee to the Nursery of 12.5% of the gross salary remuneration payable to the Employee. However, casual babysitting does not incur a fee.

## 17. PROSPECTUS

The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be a statement of opinion made in good faith and believed to be true but must not be regarded as representations on the basis on which children are entered for the nursery.

I ACCEPT THE ABOVE TERMS AND CONDITIONS. I ALSO ENCLOSE A COPY OF THE CHILD'S BIRTH CERTIFICATE OR PASSPORT.

SIGNED ..... PRINT NAME ..... DATE .....

SIGNED ..... DATE .....  
MRS. KATE DAVIES (PRINCIPAL)



## Summerfield House Day Nursery Limited

Chertsey Road ● Chobham ● Woking ● Surrey ● GU24 8HF

Tel 01276 856556 ● Fax 01276 856625

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

### APPLICATION FORM

CHILD'S FULL NAME:	
DATE OF BIRTH:	
GENDER:	POSITION IN FAMILY:
PARENT/GUARDIAN(S) NAME:	
WHO HAS PARENTAL RESPONSIBILITY?	
WHO DOES THE CHILD LIVE WITH?	
WHO HAS LEGAL ACCESS?	
NATIONALITY:	
LANGUAGE(S) SPOKEN AT HOME:	
RELIGION:	
FESTIVALS CELEBRATED:	
HOME ADDRESS AND POSTCODE:	
HOME TELEPHONE NUMBER:	
PARENT 1 OCCUPATION:	
WORK ADDRESS:	
WORK PHONE NUMBER:	MOBILE NUMBER:
EMAIL ADDRESS:	
PARENT 2 OCCUPATION:	
WORK ADDRESS:	
WORK PHONE NUMBER:	MOBILE NUMBER:
EMAIL ADDRESS:	
FIRST ALTERNATIVE PERSON TO NOTIFY IN CASE OF EMERGENCY:	
NAME:	RELATIONSHIP TO YOUR CHILD:
ADDRESS:	
CONTACT NUMBER:	
SECOND ALTERNATIVE PERSON TO NOTIFY IN CASE OF EMERGENCY:	
NAME:	RELATIONSHIP TO YOUR CHILD:
ADDRESS:	
CONTACT NUMBER:	
FAMILY DOCTOR – NAME –	
ADDRESS –	
PHONE NUMBER:	
HEALTH VISITOR NAME:	
CONTACT NUMBER:	
HAS YOUR CHILD BEEN IMMUNISED AGAINST THE FOLLOWING? (PLEASE ✓)	
TETANUS <input type="checkbox"/> DIPHTHERIA <input type="checkbox"/> POLIO <input type="checkbox"/> HIB <input type="checkbox"/> MENINGITIS C <input type="checkbox"/> MMR <input type="checkbox"/> WHOOPING COUGH <input type="checkbox"/> MEN B <input type="checkbox"/>	



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5 IN ONE VACCINES (3 DOSES) 2 MONTHS  3 MONTHS  4 MONTHS   
PHEUMOCOCCAL (PVC)  ROTAVIRUS  INFLUENZA   
OTHERS  PLEASE SPECIFY .....

DOES YOUR CHILD SUFFER FROM AN ALLERGY OR CHRONIC CONDITION? YES  NO   
PLEASE SPECIFY.....

IS THERE ANY FOOD OR DRINK THAT YOUR CHILD MUST NOT CONSUME?

DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS OR DISABILITY? YES  NO   
PLEASE SPECIFY .....

IS YOUR CHILD ON ANY REGULAR MEDICATION? YES  NO   
PLEASE SPECIFY .....

PLEASE GIVE DETAILS OF OTHER CHILDREN IN THE FAMILY:  
CHILD 1 CHILD 2 CHILD 3 CHILD 4  
NAME:  
AGE:

WHEN DO YOU REQUIRE A PLACE AT THE NURSERY?

DO YOU REQUIRE A FULL TIME PLACE? YES  NO   
IF YOU REQUIRE A PART TIME PLACE PLEASE STATE WHICH DAYS:

DO YOU GIVE PERMISSION TO SHARE INFORMATION WITH THE CHILDREN'S CENTRE AND OTHER PROFESSIONALS? YES  NO  (This may include health, School, EP's and Surrey CC)

DENTAL PRACTICE YOUR CHILD IS REGISTERED AT:

I UNDERSTAND THAT THE FAMILIES PERSONAL DATA WILL BE SECURELY HELD IN ACCORDANCE WITH SUMMERFIELD HOUSE DATA PROTECTION POLICY  (PLEASE TICK) I OPT IN TO EMAIL COMMUNICATION FROM SUMMERFIELD HOUSE  (PLEASE TICK)

PLEASE RETURN THIS FORM WITH A NON-REFUNDABLE REGISTRATION FEE OF £100.00 IF YOU WISH TO BE PLACED ON THE WAITING LIST. WE WILL NEED A COPY OF YOUR CHILD'S BIRTH CERTIFICATE OR PASSPORT PRIOR TO YOUR CHILD STARTING AT THE NURSERY.

SIGNED .....

DATE .....

PLEASE NOTE THAT ALL INFORMATION CONTAINED HEREIN WILL BE TREATED IN THE STRICTEST CONFIDENCE.

Registered Office:

Collingham House, 6-12 Gladstone Road,  
Wimbledon, London. SW19 1QT

