



Welcome to Golden Owls Day Nursery

We are a friendly, passionate and unique day nursery in Woking, providing a range of opportunities and support to ensure the children in our care play, learn and have fun.

Golden Owls Day Nursery opened in September 2013 within the grounds of Goldsworth Primary School. Under Goldsworth School's leadership and governance our nursery offers full day care, during term time for children aged 2-4 years, from Monday to Friday from 8.00am to 6.00pm.

Our aim at Golden Owls Day Nursery is to provide a high quality provision ensuring the welfare of children by creating a secure, safe and caring environment which supports every child's early development.

Golden Owls Day Nursery is part of the SWAN Trust, a charitable company limited by guarantee registered in England no. 08622047.

Contact details

Find us in the grounds of Goldsworth Primary School, Bridge Barn Lane, Woking, Surrey, GU21 6NL. We are the first building on the left as you arrive in the school car park.

Call: 01483 728276

Email: admin@goldenowlsdaynursery.co.uk

www.goldenowlsdaynursery.co.uk



The Nursery

Our day nursery is a large open plan room with a large partition which we use to create smaller rooms at different times throughout the day. The room is laid out considering the age groups we cater for. Our 'Snowies' area is resourced for some of our younger children and the 'Barnies' area in our room aims to cater for more of our older children. We use our discretion as to which rooms children spend time in depending on their stages of development. Our large, accessible and secure garden can also be used by different ages and we ensure that all our children have free flow access to both our indoor and outdoor areas for as much of the day as possible.

Snowies (2-3 year olds)

Our Snowies room includes a carpet area and self-selection shelves which encourage children to explore using their senses. The children are able to construct and act out their play through small world resources e.g. building blocks, small animals etc. Children can also access a touch screen monitor for them to develop basic ICT skills and an art easel to stimulate their creative ideas.

Barnies (3-4 year olds)

Our Barnies room includes self-selection shelves which encourage investigation skills in young children. We also have water trays where we encourage children to take part in activities that focus on developing their language, social skills and physical development. There is also a playdough table, home corner area for children to play/act out experiences and a touchscreen computer, keyboard and mouse to develop their ICT skills.

Session times

Morning sessions run Monday to Friday: 8.00am to 1.00pm.

Afternoon sessions run Monday to Friday: 1.00pm to 6.00pm.

Full day sessions run from 8.00am to 6:00pm.

Golden Owls Day Nursery operates as a term time only nursery. Please contact us for actual dates. Please note for the academic year 2025/26, we are open for 37 weeks of the year NOT 38 weeks (the usual number of weeks the funded hours are available during term time) in line with all SWAN Trust schools and nurseries, consequently you will only be able to claim your entitlement of funded hours for 37 weeks of the year at Golden Owls Day Nursery.

Food Information

Breakfast (usually cereals and pastries) is offered from 8:00am-8:30am. Children can either have breakfast at home or at Nursery. A hot lunch and hot tea is provided by an external provider who supply many other nurseries and schools. They cater for a range of diets, and we use named placemats to identify these diets when the children eat. The children sit down and eat lunch with staff at 11:30am (during the morning session), and tea at 4pm (during the afternoon session). Fruit, carbohydrate (such as breadsticks) and a drink of milk or water are offered during both morning and afternoon sessions at our snack table during 'Snack Time'. Throughout the day children can always help themselves to a drink of water in both rooms. There are no additional charges for food/snacks at Golden Owls Day Nursery.

Sample Menu

Week B	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cornflakes, Malties or Whole-wheat Biscuits	Malties or Rice Crackles	Cornflakes, Malties or Whole-wheat Biscuits	Bagels with Jam	Rice Crackles or Wholewheat Biscuits
Morning Snack	Crackerbread Pear or Banana	Breadstick Apple or Banana	Cream Cracker Apple or Clementine	Rice Cake Pear or Clementine	Crispbread Apple or Banana
Lunch (Standard option)	Traditional Fish Pie or <i>Creamy Quorn Pie</i> served with Cheesy Mashed Potatoes Peas and Sweetcorn Mango Jelly Pot	Cuban Beef or Sweet Potato, Roasted Pepper and Chickpea Balls served with Rice, Seasonal Vegetables and Tortilla Crisp Fresh fruit	Roast Chicken or <i>Roast Quorn Lemon and Thyme Fillets</i> served with Roasted Potatoes, Seasonal Vegetables, Cranberry and Orange Chutney and Homemade Gravy Apple and Sultana Cookies	Spiced Lamb & Apricot Sausage or Red Leicester & Pumpkin Sausage served with Parmen- tier Potatoes, Seasonal Vegetables and a Homemade Tomato Sauce Creamy Rice Pudding with a Fruit Compote	Turkey Fricassee or Quorn Fricassee served with Penne Pasta with Petits Pois and Seasonal Vegetables Lemon Drizzle Cake
Afternoon Snack	Crispbread Apple or Clementine	Crackerbread Pear or Clementine	Breadstick Pear or Banana	Cream Cracker Apple or Banana	Rice Cake Pear or Clementine
Tea (Standard Option)	Lightly Spiced Mulligatawny Soup served with Mini Naan Breads Orange Smiles	Three Cheese and Chive Jacket Skins served with Cucumber and Garlic Mayonnaise Fromage Frais	Creamy Butternut Squash and Sage Pasta Bake served with homemade Focaccia bread Tinned Fruit Pieces	Cheese and Tomato Pastries served with Alphabetti Spaghetti Melon wedges	Double stacked Tuna Melts Or Cheese & Tomato Melts made with homemade bread and Served with Salad Fromage Frais

Before starting nursery and the settling in period

We understand that children need different levels of support when starting in a nursery and the initial transition can be a bit tricky for both children and parents.

To minimise any discomfort in this process for your child and yourself, we offer a settling in session, in which you can stay and play together with your child in nursery, and staff can gather some more detailed information about your child. We are very flexible to individual children's needs in terms of how their timings at nursery can be managed in the first few sessions depending on how they settle and this is usually discussed and arranged between yourself and your child's key person.

We email parents general information about starting nursery beforehand which includes ideas that may help prepare you all for nursery life. We encourage children to get used to spending time around other children and to be independent in self-care routines as much as possible before they start to help with the transition.

Sharing information

At the end of each session, staff can verbally share how your child has been whilst at nursery, something special that they have done or enjoyed that day, how they have eaten and any other relevant information. We ask parents who wish to have a detailed handover with staff to arrive in plenty of time before the end of the session.

We share observations of your children through their memory folders. We provide summary reports of their development periodically. We also offer the opportunity to come and discuss your child in more detail at our parent's meetings which are held roughly every 4 months. These meetings take place within the beginning or end of nursery sessions and are a chance for you to come and discuss your child with their key person, look through their memory folder together and discuss any concerns you may have.

A weekly email is sent with general information and updates, we also display upcoming events and information on our entrance doors.

Working with families

Throughout the year, we provide regular opportunities for family members to attend themed events, days and weeks run in nursery and activities to complete at home by staff to share what the children have been learning and about different areas of children's development. Also, we hope that these activities will give opportunities for families to get to know each other and have enjoyable times at nursery with staff.

Toilet Training

We aim to promote independence in the children who attend Golden Owls and are keen to support them in learning to take care of their own needs. A key area of this is toilet training and we understand that the stages of this are unique to each child. We have a nappy changing unit and ask you to provide a supply of nappies, wipes and any cream that you would like us to apply. Once you feel your child is ready to try moving on to a potty or our child size toilets, we will endeavour to follow a similar routine at nursery as to home.

Children in Barnies are usually expected to use the toilet independently, and we encourage children to do as much as they can by themselves, staff will check them afterwards.

Rest and Sleep

We understand that some children are with us for a long period so they may wish to have some quieter or restful times during the day. We have quiet/cosy areas inside and sheltered spaces outside for children to use if they wish to relax during the day.

For children who stay all day, we also have fold out beds which we put in Snowies for children to have up to an hour's sleep after lunch if they wish to.

What do I need to provide?

We ask all parents to provide us with at least two sets of spare clothes (brought in daily in a provided Golden Owls bag) so if a child needs to change their clothes for any reason, they have some to change into. We also require you to provide a named sun hat in warmer weather and a named waterproof coat and jumpers all year round as appropriate.

We ask you to dress your child daily in clothes that you do not mind becoming messy at nursery as we will encourage the children to take part in lots of activities. Also, we ask you to make sure they have appropriate footwear for nursery activities i.e. no open toed sandals/flip flops for the children's protection.

If your child is in nappies, we ask you to provide plenty of nappies, wipes and cream which we will store at nursery. We will remind parents when stocks are running low at nursery.

CCTV

We have CCTV recording 24 hours a day around the outside of our building and all areas where children can play are kept secure by fencing and staff supervision at all times.

Collection of children

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded at signing in/out and we carry out regular headcounts during sessions to ensure we are aware of how many children we have in our care at all times. The nursery operates a photo/password system to prevent unauthorised access to our premises. These are gathered during registration and settling in visits and we will not release children to anyone who we have not seen, have a photo of, or have a password for in any circumstance.

Entrances

All entrances to the nursery use door entry codes which only staff have access to, and we have a small lobby at the front of the nursery to enable deliveries and conversations to happen without distracting or coming into contact with the children if required.

Insurance

We have fully comprehensive public liability insurance and employer's liability insurance through Goldsworth Primary School. The certificate is displayed on the parents' noticeboard in the nursery lobby.

Ofsted

We are currently registered with Ofsted under Goldsworth Primary School, registration number 137850. Our last Ofsted inspection took place with Goldsworth Primary School on 17th October 2023, where we were graded as Good.

To see the full report <https://reports.ofsted.gov.uk/provider/21/137850>

Fees

Golden Owls Day Nursery fees are set at a competitive level in order to maintain a sustainable and well equipped nursery setting. From September 2025 - August 2026, we will charge a sessional rate of £49.50 and a standard daily rate of £99.00 for all children. Please note fees are reviewed annually, usually in September and are subject to change, please see our website for up to date fee rates. Funded places will not be charged for unless additional hours are required. We offer a 10% discount on fees for siblings who attend Golden Owls Day Nursery.

Fees are due monthly in advance and are calculated on a calendar month basis. Payment should be made within 7 days of receipt of invoice. Fees can be paid via bank transfer or childcare vouchers/tax free childcare. Each invoice clearly states our bank account details so a bank transfer can be set up, please check these details carefully. You may also be able to access childcare vouchers through your employer and these can be used as part or full payment of fees. The Government offer a Tax Free Childcare Account, we are registered with Goldsworth Primary School (Ofsted 137850) so if you would like to make payments via the Tax Free Account please choose Goldsworth Primary School from the list and let us know your payment reference. Each month's invoice is due within 7 days of receipt. Golden Owls Day Nursery reserves the right to charge a late payment charge of £10 per day, including weekends until the fees are paid in full.

Please note that our staff, our biggest cost, are paid annual salaries, this means that there is no reduction in fees where a child is absent due to illness, sickness, holiday or extended breaks abroad.

Funded Early Education — Universal hours

All 3 and 4 year old children can claim “15 hours Funded Early Education (FEE)” towards their sessions each week starting from the funding period/term after their 3rd birthday. You can claim your FEE at more than one provider. For more information on funding please see Surrey County Council’s FEE web page at <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

Child born between

1 September to 31 December

1 January to 31 March

1 April to 31 August

Eligible from the following

January (Spring)

April (Summer)

September (Autumn)

Funded Early Education — Two year olds

Some 2 year old children may be entitled to funded early education hours. Parents who are eligible will be able to access 30 hours of funded early education. To check eligibility for Working Parents Entitlement please refer to guidance at www.childcarechoices.gov.uk. Parents will need to make an application via childcare choices to ensure eligibility.

This will give parents an eligibility code which they'll need to pass on to their childcare provider/s to show that they are eligible for the 30 hours of childcare. Parents will have to do this every three months to show they are still eligible.

Funded Early Education — Extended 30 hours (15 hours extended and 15 universal)

Some 3 and 4 year old children may be entitled to funded early education hours. Parents who are eligible will be able to access 30 hours of funded early education. To check eligibility for Working Parents Entitlement please refer to guidance at www.childcarechoices.gov.uk. Parents will need to make an application via childcare choices to ensure eligibility. This will give parents an eligibility code which they'll need to pass on to their childcare provider/s to show that they are eligible for the 30 hours of childcare. Parents will have to do this every three months to show they are still eligible.

Reconfirming Working Parents Entitlement Eligibility Codes

Parents need to reconfirm that they're still eligible every three months. The Department for Education will send parents a text message and/or email to remind them to reconfirm four weeks before their validity end date and again two weeks before if they still haven't reconfirmed. Please note, the Department for Education **will not** include a link in their text message or email for parents to click on to reconfirm their code (if parents are sent an email asking them to click on a link to reconfirm it is likely phishing). There should also be a secure message in their Childcare Service Account. Parents will not get a new eligibility code; they'll just get a new validity end date and grace period end date. Providers do not need to tell Surrey CC if a parent has re-confirmed their eligibility code.

Free Early Education for Two year olds (FEET)

We also offer FEET funded places (15 hours per week ‘Free Early Education for Two Year Olds’) for children aged 2 and over.

[Funded early education for two year olds \(FEET\) - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

Appeals Process

If you have any complaints about any aspect of the delivery of funded hours, please contact us as soon as possible to discuss. Should you have any further concerns or complaints please contact Surrey County Council - Early Years Commissioning Team directly eycommissioning-team@surreycc.gov.uk

Term Time Funded Hours

Please note for the academic year 2025/2026 we are open for 37 weeks of the year NOT 38 weeks (the usual number of weeks the funded hours are available during term time). This is in line with all schools and nurseries in The SWAN Trust, consequently you will only be able to claim your entitlement of funded hours for 37 weeks of the year at Golden Owls Day Nursery.

Other childcare providers

Where a parental contract (SCC Parent Declaration form) has been signed agreeing to take funded early education, Golden Owls Day Nursery will get secure funding for a funded period (term), unless there are exceptional circumstances. Once you have signed a declaration of attendance, you may not be able to transfer any funded early education to another provider during the same funded period. Please discuss with us if you wish to claim at another provider as well as Golden Owls Day Nursery.

September 2025 - Approximate weekly fees

2, 3 or 4 year old flat rate charges No funding	1 day	2 days	3 days	4 days	5 days
1 session	£49.50	£99.00	£148.50	£198.00	£247.50
2 sessions	£99.00	£198.00	£297.00	£396.00	£495.00

Early Years Pupil Premium

EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources, or additional training for staff. Your child may be eligible if you are in receipt of some income related benefits or if your child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement or has left care and is subject to a child arrangement order. Further details and criteria can be found on the webpage here [Early Years Pupil Premium - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-years-pupil-premium)

If you think you may be eligible, you can use the EYPP application form on page 4 of the SCC Parent Declaration Form. You will be asked to sign this form each funded period in order to access your funded entitlement with your early years provider. All you need to do is fill in this page of the form and Golden Owls will then process the details. Any information you share will be completely confidential and this will not affect any benefits you receive.

Admissions Policy

We operate our waiting list on a first come first served basis based on the availability of sessions requested, so we would recommend submitting your application as early as possible. Nursery Staff children and children already attending the setting have first option on sessions throughout the year.

Application process

Please complete and sign your application form (enclosed) along with proof of date of birth for your child. There is no registration/administration fee or deposit required.

We will add your application to our waiting list and send you an acknowledgement e-mail within 10 working days. Please contact us if you do not receive an acknowledgement. We will contact you via email to let you know if we have any places available near to your requested start date. If you are applying months/years ahead of when your child is due to start we will be in touch nearer the time, but as a general guide for children starting in September we endeavour to let you know what places are available to you by the end of the preceding April.

When we have made you an offer of a place at Golden Owls Day Nursery we will email you written confirmation for you to sign and return. If we do not hear from you we will attempt to contact you again but if we do not hear back by the deadline set we will offer out the vacancy to the next child on the waiting list.

Once we have received your signed confirmation we will then send you some more information about settling-in, where you will be required to complete some additional information regarding permissions, emergency contacts, invoicing and funding forms where appropriate.

General Data Protection Regulation (GDPR)

Under data protection law, individuals have a right to be informed about how the SWAN Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

Please ask for a copy of our privacy notice.

Application Form

Child's Details



Surname:		First Name(s):	
Known As:		First Language:	
Nationality:		Second Language:	
Ethnicity:		Religion:	
Gender:		Date of Birth:	
Who lives in my house?			
Who has legal parental responsibility for the child?			

Mother/Guardian Details

Title and Name:		Main Carer:	Yes/No
Home Address:			
Post Code:			
Home Tel No:			
Mobile Number:			
Email Address:			
Occupation:			
Work Tel No:			

Father/Guardian Details

Title and Name:		Main Carer:	Yes/No
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Home Address if different from above:	
Post Code:	
Home Tel No:	
Mobile Number:	
Email Address:	

Occupation:	
Work Tel No:	

Please send nursery correspondence to the following email addresses.

Email address: <i>(please print clearly)</i>
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Please send nursery invoices to the following email addresses (if different from above).

Email address: <i>(please print clearly)</i>
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Booking Pattern

Please tick the sessions you would like your child to attend. We will try to accommodate your preferences subject to vacancies. Information on our current fees and planned fee increases are available on our website and are displayed in the nursery. **Please supply a copy of your child's birth certificate to provide proof of age and identity.**

I am applying for	Please tick
2 year old FEET Funded only place	
2 year old standard place	
3/4 year old standard place	
2 year old Working Parent	
3/4 year old Working Parent	

Sessions	Mon	Tues	Wed	Thurs	Fri
Morning: 8.00am – 1.00pm					
Afternoon 1.00pm – 6.00pm					
Full Day: 8.00am – 6.00pm					
In the event we cannot offer your preferred sessions are you flexible regarding sessions?					Yes/No

Please give details of any additional information regarding preferred sessions

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Start Date

Preferred Start Date:	
Expected Funded Early Education Start Date:	
Eligibility code for working parent hours:	
Eligibility code for FEET funded hours	

Please give details of any medical conditions/treatments/allergies

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Please give details of any additional needs/speech and language/SEN

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Please give details of any special dietary requirements

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Terms and Conditions

Admissions Policy

It is the intention of Golden Owls Day Nursery to make our provision accessible to children and families from all sections of the community. Children may attend Golden Owls Day Nursery when they reach 2 years of age. A child can remain with us until the term before his or her 5th birthday. You can apply to register your child with us from birth. Please make sure you update us of any changes to your contact details over this period.

We operate our waiting list on a first come first served basis based on the availability of sessions requested, so we would recommend submitting your application as early as possible. Nursery Staff children and children already attending the setting have first option on sessions throughout the year.

Attendance:

We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends, you must notify the nursery in writing and you will be advised as to the availability for your child.

Opening Hours:

Golden Owls Day Nursery provides Full Day Care, term time. Our opening hours are as follows:

Morning sessions run Monday to Friday: 8.00am to 1.00pm.

Afternoon sessions run Monday to Friday: 1.00pm to 6.00pm.

Full day sessions run from 8:00am to 6:00pm

Golden Owls Day Nursery operates as a term time only nursery. Please contact us for actual dates. Please note for the academic year 2025/26, we are open for 37 weeks of the year NOT 38 weeks (the usual number of weeks the funded hours are available during term time) in line with all SWAN Trust schools and nurseries, consequently you will only be able to claim your entitlement of funded hours for 37 weeks of the year at Golden Owls Day Nursery.

Leaving date:

We assume that all children will leave Golden Owls Day Nursery at the end of the summer term in the year which they start school. For more information on how to terminate your place earlier, please see our Termination and Cancellation section below.

Fees and Payments:

Golden Owls Day Nursery fees are set at a competitive level in order to maintain a sustainable and well equipped nursery setting. From September 2025 - August 2026, we will charge a sessional rate of £49.50 and a standard daily rate of £99.00 for all children. Please note fees are reviewed annually, usually in September and are subject to change, please see our website for up to date fee rates. Funded places will not be charged for unless additional hours are required. We offer a 10% discount on fees for siblings who attend Golden Owls Day Nursery.

Fees are due monthly in advance and are calculated on a calendar month basis. Payment should be made within 7 days of

receipt of invoice. Fees can be paid via bank transfer or childcare vouchers/tax free childcare. Each invoice clearly states our bank account details so a bank transfer can be set up, please check these details carefully. You may also be able to access childcare vouchers through your employer and these can be used as part or full payment of fees. The Government offer a Tax Free Childcare Account, we are registered with Goldsworth Primary School (Ofsted 137850) so if you would like to make payments via the Tax Free Account please choose Goldsworth Primary School from the list and let us know your payment reference. Each month's invoice is due within 7 days of receipt. Golden Owls Day Nursery reserves the right to charge a late payment charge of £10 per day, including weekends until the fees are paid in full.

Please note that our staff, our biggest cost, are paid annual salaries, this means that there is no reduction in fees where a child is absent due to illness, sickness, holiday or extended breaks abroad. We will provide written notice of at least one month if fees have to be increased.

Fees for the first month your child starts, or part thereof, will be invoiced a month before your child's start date. If your child's start date is within 14 days of starting, the payment must be made as soon as Golden Owls Day Nursery has written to you to confirm the start date. Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the Application pack.

Late Payment of Fees

Each month's invoice is due within 7 days of receipt. Golden Owls Day Nursery reserves the right to charge a late payment charge of £10 per day, including weekends until the fees are paid in full.

Non-Payment of Fees:

If fees are not paid as agreed, the Nursery will note the delay and ask for payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, Golden Owls Day Nursery reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place. Golden Owls Day Nursery also reserves the right to pursue non-payment of fees in the small claims court. We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case-by-case basis, the Nursery may negotiate payment in alternative instalments.

Absences:

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from Golden Owls Day Nursery, even if the absence is due to illness, holidays or other such reason. If you are planning to be absent for more than 2 weeks please let us know as this may affect your funding claims. We have a responsibility to monitor the attendance of all children and ask parents/carers to keep us informed. We require at least a week's notice for any planned absences. You are required to notify us by 9.30am on the day of attendance for any absences/illnesses. If contact cannot be made by the nursery after three consecutive unconfirmed absences the Local Safeguarding Children's Board will be informed to seek advice.

Late Collection Charge:

You are required to inform the staff at Golden Owls as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged. If a child is not collected before the standard finish time of a session, Golden Owls Day Nursery reserves the right to charge a late collection fee of £10 per 15 minutes until the child is collected. Late collection charges are due for payment immediately upon receipt of your invoice.

Early Years Funded Entitlements

Golden Owls Day Nursery is approved to accept government funded early education (FEE) for children aged two, three and four years old. This funding entitles a child to have up to 15 or 30 hours of funded early education provision a week, during term time. Please check Surrey County Council (SCC) FEE webpage for information on cut off dates for eligibility as there are set cut off dates. Just before the first funding period that your child is eligible, you will be asked to fill in a SCC FEE Declaration Form. We will need to see your child's birth certificate or passport as proof of identity and eligibility when submitting your application form. You will also need to complete a SCC FEE Declaration Form at the beginning of every funded period, stating the exact number of hours your child will be attending, duplicate and fraudulent claims may result in additional fees. For more information on dates and funding please see Surrey County Council's web page at <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

We offer **FEET funded places** (15 hours per week Funded Early Years Education for Two Year Olds') for children aged 2 and over. For more information on eligibility and dates for this funding see Surrey County Council's FEET web page at www.surreycc.gov.uk/feet.

Where a SCC FEE Declaration Form has been signed agreeing to take funded early education, Golden Owls Day Nursery will get secure funding for a funded period (term), unless there are exceptional circumstances. Once you have signed a declaration of attendance, you may not be able to transfer any funded early education to another provider during the same funded period (term). Please discuss with us first if you wish to claim at another provider as well as Golden Owls Day Nursery and this will need to be communicated on your SCC Declaration Form. A child who starts at a setting and claims either term time or stretched hours will have to continue with this offer until the funded period after their next birthday.

Funded Early Education — Working Parent Entitlement

Some 2, 3 and 4 year old children may be entitled to 30 Working Parent Funded Early Education hours.

Parents who are eligible <https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents> will be able to access up to 30 hours of funded early education, which they can take in a variety of ways. Information can be found at <https://www.childcarechoices.gov.uk/> including how to set up an account and make an application to determine eligibility. This will give parents an eligibility code which they'll need to pass on to their childcare provider/s to show that they are eligible

for the 30 hours of childcare. Parents **must reconfirm their code every three months** to show they are still eligible. Failure to do so will mean you are unable to use your funded hours and therefore may be subject to paying private fees.

Term Time Funded Hours

Please note we are open for 37 weeks of the year NOT 38 weeks (usual number of weeks the funded hours are available during term time), consequently you will not be able to claim your full entitlement of funded hours each year at Golden Owls Day Nursery.

Termination or Cancellation:

If you wish to remove a child from our setting or want to reduce the number of sessions attended, parents/guardians must give at least 8 weeks' notice of the change in writing. Fees will be payable until that date, whether your child attends Golden Owls Day Nursery or not.. Funding will not automatically be transferred to another setting, please discuss with us.

Child Illness:

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, Golden Owls Day Nursery reserves the right to contact you to ask that you collect your child, or send an emergency contact (already known to the nursery) to collect on your behalf immediately.

Where children have been prescribed antibiotics, parents/guardians may be required to keep them at home for 48 hours before returning to Golden Owls Day Nursery. If a child is prescribed antibiotics for a contagious infection you are required to keep the child at home until the antibiotic course has finished.

All parents are required to inform the staff at Golden Owls Day Nursery if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform us if your child has any notifiable illness such as measles, chicken pox, slapped cheek, scarlet fever, hand, foot and mouth or head lice so all nursery parents can be informed.

Exclusions:

If your child has suffered from vomiting or diarrhoea we require that they be kept away from Golden Owls Day Nursery for at least **48 hours** and until they have had a meal.

You may also be required to withdraw your child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spreading the disease to other children and staff is kept to a minimum. We exclude children who have communicable diseases for the recommended time required. Golden Owls Day Nursery holds a list of communicable diseases (as above) and the incubation periods/exclusion times and will advise parents accordingly. Golden Owls Day Nursery reserves the right to send home an unwell child or to refuse a child if we feel that they are unwell. This includes children who may have had a temperature or have been unwell at home and have been given medicine to control this at home prior to attending Golden Owls Day Nursery.

Removal:

In extreme cases, and as a last resort, we may require you to permanently withdraw your child from Golden Owls Day Nursery on grounds of a child's disruptive or inappropriate behaviour if it is in the best interests of your child and/or other children who attend the setting. We will consult with you before making such a decision.

Abuse to Staff:

Golden Owls Day Nursery will not tolerate any form of bullying, harassment, intimidation or violence towards any Golden Owls Day Nursery staff member. If a parent intimidates or acts in an aggressive way towards a staff member, they will be asked to leave the premises immediately. This may result in the loss of your child's place at Golden Owls Day Nursery. More serious incidents will be reported to the police for further action.

Liability:

Golden Owls Day Nursery accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of Golden Owls Day Nursery being temporarily closed or the non-admittance of a child to Golden Owls Day Nursery for any reason.

Property, Clothing and Belongings:

Golden Owls Day Nursery cannot be held responsible for the loss or damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs. Please note that the nursery provides a range of activities some of which are messy. We do try to provide aprons to minimise mess to clothing but please bear this in mind when dressing your child for nursery.

Golden Owls Day Nursery Closure:

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, affected Utility supply, medical emergencies) that means the decision has to be taken to close Golden Owls Day Nursery. If Golden Owls Day Nursery is obliged on these occasions to pay the staff, then Golden Owls Day Nursery reserves the right to charge for any session which your child would have attended if Golden Owls Day Nursery had not been closed due to circumstances beyond its control.

Disclosures:

Golden Owls Day Nursery needs to be informed about any medical and non-medical condition, health problem, allergy, dietary issues or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances or court order that may affect your child whilst in our care. Please ensure that such information is disclosed to us as it arises. In addition, you are required to inform Golden Owls Day Nursery in writing of any changes to the infor

mation held by us (e.g. changes to emergency contacts, allergies, medical conditions) as appropriate. To support working in partnership with parents we will contact any other Provision/Professional who works with your child to gather and share assessments of your child's development and learning.

Reporting neglect or abuse:

We have an obligation to report to the relevant authorities any suspicions we have that a child has suffered neglect or abuse, and we may do so without parent consent and/or informing the parent/carer.

Security:

Under no circumstances will a child be allowed to leave Golden Owls Day Nursery with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, Golden Owls Day Nursery will require the contact details of the chosen person. A password will also be required.

School Admissions:

A place at Golden Owls Day Nursery has no influence on getting a school place for your child at Goldsworth Primary School. Applications for any school place will need to be made to the admissions department of your local authority.

The Agreement:

This document represents the understanding between Golden Owls Day Nursery and the Parent(s)/Guardian(s).

The signing of this Application Pack, and the date that written confirmation of your child's place at Golden Owls Day Nursery is issued, gives rise to a legally binding contract

on the above terms between yourselves and Golden Owls Day Nursery and constitutes commencement of the Agreement. Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn and possible court action to recoup any money owed to Golden Owls Day Nursery.

I understand the September 2025 Terms and Conditions of Golden Owls Day Nursery and agree to abide by them. I understand that Golden Owls Day Nursery reserves the right to amend the Terms and Conditions from time to time and that I will be given reasonable notice of any such amendment.			
Parent/Guardian 1		Parent/Guardian 2	
Print Name:		Print Name:	
Signed:		Signed:	
Date:		Date:	
Relationship To Child:		Relationship To Child:	
<i>Application pack completed</i>			
<i>Application pack signed</i>			
<i>Copy of Birth certificate supplied</i>			

Please ensure that the signed and completed application pack, proof of date of birth are sent to:

Golden Owls Day Nursery
 Bridge Barn Lane
 Woking
 Surrey
 GU21 6NL

Or via email to admin@goldenowlsdaynursery.co.uk

For Office Use Only	
Registration Form received:	(Date) (Staff signature)
Birth Certificate seen by staff:	(Date) (Staff signature)