

Welcome
Pack



Berkeley Gardens
Day Nursery

Letter to all parents - Nursery Fees April 2024 - Enrolment Form - Additional Information





72 Berkeley Avenue,
Reading RG1 6HY
Phone: 01189 500 116
Email: Info@bgdn.co.uk
www.berkeleygardensdaynursery.co.uk

Dear Parents,

Thank you for your enquiry.

I have the pleasure in attaching a price list, some basic information and details of our admission procedures at Berkeley Gardens Day Nursery.

The Nursery opened in July 2011 and we would encourage you to visit us to see what we can offer your child and answer any questions you may have.

If you wish your child to be considered for a place please complete the basic ENROLMENT FORM which serves merely to express your interest and requirements. There is no charge for being on the waiting list and you will be contacted as soon as we are able to confirm a place for your child.

If the date is likely to change, we should be notified as soon as possible. We do fill our places from the waiting list but priority may be given to parents requesting: an immediate start, as we have to ensure places are filled as soon as possible; to siblings of children already attending the nursery and to parents requesting full time places.

Once we are sure that we have a suitable place for your child, we will contact you again and send you a PLACE OFFER LETTER requesting a non-refundable £50.00 registration fee.
There is also a deposit of £100.00 per day of attendance to be paid, for example if your child will be attending 2 days per week your deposit will be £200.00 + the £50.00 registration fee. The deposit will be refunded to you when your child leaves the nursery (subject to your account being settled and that you give one months notice in writing).
Both the registration fee and deposit and non-refundable should your child not start at the nursery.

A detailed registration form and agreement will also be sent for your completion. Receipt of these, a copy of your child's birth certificate and the deposit will secure a place for your child.
You will then be sent a standing order mandate to complete, which will need to set up for the day that your child joins the nursery.

We like you to arrange several (usually 3) short pre-arranged visits usually for the week or two prior to your child starting at the nursery, where you can meet the staff, feel at home with us and complete our ADMISSION FORMS stating current routines and requirements.

If there are any queries or you require further information, please do not hesitate to contact me, or alternatively please have a look at our website www.berkeleygardensdaynursery.co.uk.

Yours sincerely

Mrs Maria Hine
NURSERY MANAGER

Berkeley Gardens Day Nursery Fees - April 2024

FULL TIME DISCOUNTED RATE	UNDER 2 year olds	OVER 2 year olds
FULL TIME DAILY RATE	80.00	76.00
WEEKLY (5 DAYS)	400.00	380.00
MONTHLY (5 DAYS PER WEEK)	1733.33	1646.67

PART TIME RATES	UNDER 2 year olds	OVER 2 year olds
4 DAYS PER WEEK (weekly fee)	372.00	338.00
4 DAYS PER WEEK (monthly fee)	1612.00	1464.67
3 DAYS PER WEEK (weekly fee)	279.00	253.50
3 DAYS PER WEEK (monthly fee)	1209.00	1098.50
2 DAYS PER WEEK (weekly fee)	186.00	169.00
2 DAYS PER WEEK (monthly fee)	806.00	732.33
1 DAY PER WEEK (weekly fee)	93.00	84.50
1 DAY PER WEEK (monthly fee)	403.00	366.17



We always have a full diary of exciting activities for the children

We offer the children weekly music and movement sessions with 'Wiggle Waggle'. All children thoroughly enjoy their weekly music and movement session with Miss Joanna. The sessions involve action songs, movement, drama, singing, rhythm... and all whilst having the most invigorating fun



possible. The children use a wide range of activities and stimulation by means of different props, pictures, lights and instruments. The children enjoy being outside in our large garden exploring and having fun playing with their friends. They simply LOVE it!

USPORTS

Qualified Coaches Jay and Rio visit the Nursery every Tuesday and offer a variety of sports including football, rugby, cricket and athletics for our Pre-school aged children. The children learn to work as a team and also develop lots of individual skills. These sessions are linked into the EYFS and are thoroughly enjoyed by the children.



The early years...

We work towards the Early Years foundation Stage with all children in our setting. The EYFS helps us to build the foundations of children's learning with guidance set by the government. We ensure that we provide every child with a safe environment where



they can thrive. There is a separate cot room for the youngest children where they can sleep according to their individual needs. Toddlers and older children can sleep or have a rest according to their needs too within their own base rooms.



"It makes such a difference knowing that our child gets a great nutritious meal that they enjoy eating. They even ask for food cooked the way they do it at nursery. And it isn't bland baby food it seems to be such a varied menu that introduces the children to so many tastes and textures"

Parent comment

In Our Kitchen

WE PREPARE FRESH & BALANCED MEALS EVERY DAY

Fresh ingredients are used daily in our large onsite kitchen to provide the children with Breakfast, a cooked Lunch, a Pudding and Tea, as well as snacks. Fresh drinking water and milk is also readily available for children to drink during the day.

Some of the snacks offered to the children include; bananas, grapes, blueberries, carrots and cucumbers. The children also participate in cooking activities where we teach them about weighing ingredients and the importance of healthy eating.



Quotes from parents

There are some lovely recommendations on our Nursery Facebook page, but here are a few others from our family questionnaires.

"Our child has settled in brilliantly and is a happy and content child when I pick her up from nursery. I feel confident that she is looked after very well"

"All the staff are well trained and have good knowledge and show good awareness of children's likes and dislikes"

"All the carers are proactive in supporting the children's development, the variety of activities maintains the children's interest and it is clear that the children feel secure in their environment"



"We are delighted with the quality of care that our son receives. The nursery have been more than willing to try different ideas to help him to overcome difficulties which has really yielded results"

"All the nursery staff are amazing, we especially like the creative, musical and learning aspects of the nursery."

One of our children said

"I love coming to nursery, and playing with all my friends and making cookies!"



BERKELEY GARDENS DAY NURSERY

Enrolment Form

Please return this form to The Nursery Manager
Email: info@bgdn.co.uk or post to 72 Berkeley Avenue, Reading, RG1 6HY Tel: 0118 9500 116

It is important that you give us correct and current information so that we are able to make appropriate arrangements to care for your child. If any details change please inform us immediately. Please use BLOCK CAPITALS.

Parent 1: Full Name Mr/Miss/Other	Occupation Work address	Work telephone number Mobile number																		
Parent 2: Full Name Mr/Miss/Other	Occupation Work address	Work telephone number Mobile number																		
Home address Postcode	Home telephone number Email address	Child's full name Name to be called																		
Child's date of birth	Age at start	Child's gender																		
Child's expected date of birth	<div>ATTENDANCE Full Time / Part time</div> <div>Please tick days required and complete the proposed arrival and collection times</div> <table><thead><tr><th></th><th>Arrival</th><th>Collection</th></tr></thead><tbody><tr><td>Monday</td><td></td><td></td></tr><tr><td>Tuesday</td><td></td><td></td></tr><tr><td>Wednesday</td><td></td><td></td></tr><tr><td>Thursday</td><td></td><td></td></tr><tr><td>Friday</td><td></td><td></td></tr></tbody></table> <div>Please note that sessions are not interchangeable. If any extra sessions are taken they must be paid for ON the actual day of attendance.</div>			Arrival	Collection	Monday			Tuesday			Wednesday			Thursday			Friday		
	Arrival	Collection																		
Monday																				
Tuesday																				
Wednesday																				
Thursday																				
Friday																				
Start date required																				

EXTRA INFORMATION Please give details or leave N/A

Allergies	Position in family
Diet	Religion Ethnicity
Medical	Nationality Language
Immunisations	Disability

There may not be a place available at the time you require.
Do you wish for your child to be put on the Nursery waiting list?
If yes, the nursery manager will contact you by phone when a place does become available.

☐ YES

☐ NO

Has your child been cared for before on a regular basis?
By a relative, a nursery, a play group, a nanny, or a child minder.

How did you hear of us?

DATA PROTECTION AGREEMENT

- 1.1 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the Services.
- 1.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the 'permission form' given to you on enrolment, or by writing to the nursery manager.
- 1.3 Any personal data related to You or your Child will be dealt with in accordance with our privacy notice, which can be found in our Entrance hall or Nursery Office.

Signed (parent or guardian)

Date



See you soon!