



Information & Registration Pack for Parents/Carers 2025/26

Dear Parents/Carers of the children of Aflah Nursery,

Assalaamu Alaikum ww (Greetings of peace & blessings)

Firstly, a hearty welcome and congratulations for your consideration of Aflah Nursery as a pre-school choice for your precious little one.

‘Aflah’ comes from the word ‘Falah’ and is translated as ‘having success in this world and the Hereafter’. This is what we intend and pray for, for all those who embark upon this choice, be it as a pupil, a parent, member of staff, volunteer, insha’Allah.

At Aflah Nursery we believe that children should be given the best kinds of learning experiences which are on a par with national norms but also provide children with lots of positive exposure to Islam and its teachings. We believe these formative years are crucial in shaping an individual’s intellectual drive and one’s sense of righteousness and morality. Aflah Nursery will endeavour to nurture God consciousness and an Islamic identity (for those who are Muslims) that will be conducive to the society we live in. It is intended not to deliver Islamic teaching as a separate provision but to integrate it throughout the EYFS curriculum and daily routine, as appropriate.

This document is intended to provide you with the necessary information, prior to registration and thereafter.

Wasalaam,

Mrs F Aslam & Dr S Hafeez (Directors of Aflah Nursery)

NB Please be informed that in addition to the policies that will be provided to you upon completion of the admission process, the following policies are available for your inspection, and can be requested from the Nursery Manager:

Administration of Medicines Policy

Building Positive & Respectful Relationships Policy

British Values Policy

Confidentiality Policy

Equal Opportunities Policy

EYFS Policy & Vision Statement

Fire Procedure & Policy

Food & Drink Policy

Health, Hygiene & Safety Policy

Late Collection & Lost Child Policy

Risk Assessment Policy

Safeguarding & Promoting Children’s Welfare Policy

SEN Policy

Staff Taking Medication/Substances Policy

Hours of Business & Session Charges

Aflah Nursery will be running in accordance with the Oxfordshire School Term Dates for 38 weeks of the year, Monday-Friday Excluding Bank Holidays from 08.30-2.30pm.

Child Care Options Available:

15 hours of Nursery Funding for 2- year-olds: (see childcare options table)
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How can you find out if you are eligible?

Some families will be sent a 2-year-old funding postcard stating that they may be eligible and advising them of how to apply. Families who do not receive a postcard may still be eligible to apply.

You can check your eligibility by going onto the online application:

<https://myparentportal.oxfordshire.gov.uk/web/portal/pages/parents/freechildcare>

and follow the instructions on each page.

If the application comes back to say that you are not eligible you can call the 2 year old funding team on: **01865 323332** to discuss the application.

If your application is accepted, you will be sent a confirmation email. You'll need to share the confirmation email with us using our email: aflahnursery1@gmail.com so that we can make the necessary checks and begin your admission process.

Your child can take up their funded childcare place **the term starting after their second birthday**. Eg. If your child turns 2 years of age in November you will be able to start at the nursery from the Spring term (ie from January). For more on how this works please contact us on: **07900 822130**

15 hours funded childcare for eligible WORKING parents of 2- year- olds as of April 2024
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Please note: This new offer differs from the existing 2-year-old funding for families receiving additional government support, described above.

If you live in England, you must apply for a code to get free childcare via **GOV.UK**.

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service.

If you are applying for free childcare and someone else already claims Tax-Free Childcare for that child, your application will be unsuccessful.

When to apply

You can apply from when your child is:

1 year and 36 weeks for 15 hours free childcare

2 years and 36 weeks for 30 hours free childcare

Your child's birthday	When they can get their free hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts.

How you can use your free childcare

If your child is 2 years old, you will be able to get 15 hours free childcare per week for 38 weeks of the year (during school term time).

We currently offer 9-12pm, Mon-Fri OR 11-2pm, Mon-Fri for 2-year- olds.

What you need to apply

You'll need your details (and your partner's, if you have one), including your:

National Insurance number,

Unique Taxpayer Reference (UTR), if you're self-employed

You'll also need:

the UK birth certificate reference number (if you have one) of any children you're applying for;

the date you started or are due to start work (this can be approximate if more than three months ago).

15 hours of Universal Nursery Education for 3-and-4- year- olds: (see childcare options table)

When completing your child's application form you will be required to choose ONE from the six options available. Please see the 'Childcare Options' table attached.

Up to 30 hours/wk of Nursery Education Funding for 3-and-4- year- olds

(Universal +Extended hours):

You will need to check your eligibility by going on to the 'Childcare Choices' website at the following address: <https://www.childcarechoices.gov.uk> You will need to follow the on-line instructions to get your eligibility code, which must be presented to the nursery Manager for validation.

The code is used at the start of the next academic term. For example, if you obtained the code in November it would not come into effect until the start of the next academic term which would be the Spring term ie. January.

The academic terms are as follows:

Autumn term: Sept-Dec 31st

Spring term: Jan- March 31st

Summer: April-July

If your child turns 3 years of age in the Autumn term then he/she will begin nursery at the start of the next term ie. Spring. Hence, the 30 hours code MUST be obtained by parents in the term the child turns 3 in readiness to use it at the start of the next term which would be the admission point. The same would apply for a 4- year- old admission.

You can avail 30 hours/wk of childcare via the 08.30-2.30pm option Mon-Fri.

Charges as of September 2024:

Termly Consumables Charge:

(Don't forget to find out if you are eligible for Tax-Free Childcare: see below)

ALL parents will be charged for consumable costs at the beginning of each term (three payments per academic year). This includes costs for food items purchased for educational purposes, personal hygiene consumables, admin related consumables, cleaning products, resources for special workshops/activities/events. This is a non-exhaustive list of examples. This charge will not include costs for trips, local or otherwise.

Termly charge for children availing up to 15 hours/week of funded hours: £30.00 per term or £10.00/month for 9 months. (This is a consumables charge of £2.36 per week)

Termly charge for children availing up to 30 hours/week of funded hours: £40.00 per term or £12.00/month for 10 months. (This is a consumables charge of £3.15 per week)

The consumables charge invoice should be paid within 7 days of the date of invoice via BACs or as a cash payment directly to the nursery OR as a monthly Direct Debit (see invoice for bank details).

Any family that experiences difficulty in meeting these costs should come and speak to the Manager in order that a solution can be found. Please note, this charge will assist the future sustainability of Aflah Nursery and we have tried our very best to keep this as reasonable as possible.

Good News for Parents: Tax-Free Childcare: To help you with childcare related charges, Aflah Nursery has signed up for the 'Tax-Free Childcare' scheme so all you need to do is find out if you are eligible.

You can get up to **£500 every 3 months** (up to £2,000 a year) for each of your children to help with costs related to childcare. If you are eligible for Tax-Free Childcare, you will need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your childcare provider.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both. Get started by visiting the following:

<https://www.gov.uk/apply-for-tax-free-childcare>

Do you need extra childcare beyond your entitled funded hours?

Any extra hours will be charged as follows:

3-5- year- olds:

Booking a fixed number of hours for the duration of at least a half term will be charged at **£7.00/hr;**

Booking an ad hoc whole session (minimum 3 hours or max 6 hrs) in a week will be charged at **£9.00/hr.**

2- year- olds:

Booking a fixed number of hours for the duration of at least a half term will be charged at **£9.00/hr;**

Booking an ad hoc whole session (ie.3 hours) in a week will be charged at **£10.00/hr.**

Arabic Club:

Arabic Club runs from 2.00-2.30pm, Mon-Fridays. Arabic Club will be made available to your child a full term after his/her start date unless your child is availing 30 hours of childcare, in which case it will be part of your child's day (8.30-2.30pm) from your start date and free of cost.

If you are **not eligible for 30 hours** of childcare the Arabic Club costs are as follows:

Mon- Fri: (5 sessions): **£8.00**

If you are only attending on certain sessions in the week then each session will cost: **£2.00** per session.

Early Drop Off/Late Collection of child/children:

Parents/carers will be charged via invoice for leaving their child/children early or collecting them late as follows:

Every 5 minutes will be charged at £2.00/5 mins.

Eg. If a child is collected 15 mins late the charge incurred will be: £2.00x3= £6.00

Payments:

Invoices are calculated each half term and are charged as per the number of sessions in that particular term, excluding Bank Holidays and term time holidays, when the nursery is closed. Payment is still required for any days your child is absent from the nursery whether sickness or otherwise.

Payment is due within 7 days of the invoice date. Sadly, payments made after the due date will incur a late payment charge of £25.00, which is added to the next term's invoice. Failure to pay may affect a continued place at the nursery.

Methods of payment:

Please be advised that cash payments will only be accepted in exceptional cases.

Payments should be made by making a payment direct to the Aflah Nursery bank account, detailed on invoices. Alternatively, payment can be made via a card reader at the nursery. (Please ask the Manager for more details).

Discounts:

10% discount for siblings attending Aflah Nursery concurrently.