Welcome to the Priory Day Nursery

The Priory Day Nursery is a full day nursery registered for Forty-Five children. We take children ages between three months to five years old in the nursery. The aim of the nursery is to meet the needs of individuals by offering a flexible childcare setting.

The Priory Day Nursery, situated a quarter of a mile from High Wycombe town centre in Priory Road, has been established for over 40 years. The setting is part of a family owned business Woodside Trading Ltd. The owners in conjunction with a highly skilled team draw on their expertise as fully qualified and experienced childcare professionals to create a stimulating homely environment for children.

The business also owns four other full day nurseries situated in the South East of England, all rated good by Ofsted.

The Priory Day Nursery is managed by Samantha Burton, who has a Level 3 in Childcare and Education. Sam has 22 years' plus experience in childcare covering all age groups and in a variety of different childcare environments. Sam is complimented by a strong, dedicated team, which help to create a warm and homely environment where children really do flourish. The majority of the staff have or are working towards their level 3 childcare qualification and have all been DBS checked, with some staff continuing further study to obtain a degree status in childcare specific studies. The owners have Early Years Teacher Status (the highest level of childcare qualification in the Early Years Environment).

The Priory Day Nursery complies with the guidelines set out by OFSTED as part of our registration. All of the policies for the Priory Day Nursery are available to view in the setting as well as on our website.

Our Philosophy

At the Priory Day Nursery, we welcome all children and aim to give every child the opportunity to learn and develop in a safe, secure and loving environment we provide. This environment allows children to gain self-esteem, self-reliance and build friendships. Children also experience a wide range of play and learning activities to help develop language skills, imagination and creativity, social awareness and the understanding of concepts.

We pride ourselves on the personal and friendly service that we provide, with special emphasis on attention to individual requirements and preferences so that we are able to meet the children's individual needs.

Our Nursery

Our nursery has a warm and inviting atmosphere, recreating a home from home environment where the children in our care will feel secure and happy. We are open from Monday-Friday throughout the year except for public holidays and one week during Christmas. The nursery is open for 51 weeks of the year catering for ages 3 months to 5 years where there is an option for full days (8:00am-6:00pm) or half days (8:00am-1:00pm / 1:00pm-6:00pm).

There are 5 rooms for the children, which contain children according to age group. All the rooms have maximum numbers of children and the right staff to child ratio according to the guidelines set out by OFSTED.

We have a "settling in" period for the children prior to them starting the nursery as we understand how difficult the adjustment can be for both the child and the parent especially when being left for the first time. The parent or carer is required to stay for a maximum of 1 hour for the first settling in session.

We use an online portal to track each child's individual development and each child will have a key carer that carries out observations and assessments to ensure that each child's individual needs are met. Please note that our main aim is to provide quality interactions with the children in our care to support steady progress so you may not receive an observation each session that your child attends, these may be sent weekly or two weekly.

The Purple and Blue Rooms

Both the Purple and Blue rooms each hold a maximum of 6 babies aged from 3-24 months. The ratio for this age is 1:3. The babies in these rooms are encouraged in their emotional and physical development through playing and singing. The two rooms offer a calm and secure environment to ensure that the babies adjust to nursery life well. These rooms have sleeping, eating and changing facilities within them. The babies also have access to outdoor play. Daily diaries are used as a way of communicating with parents and carers.

The Green Room

This room holds 10 children aged from 2-3.5 years. The ratio for this age is 1:4. As the children move up into different rooms the activities they undertake is varied and adapted to aid their age and stage of learning and development. Daily diaries are used as a way of communicating with parents and carers.

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01494527807

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The Pink Room

This room holds a maximum of 14 children aged 3-4 years. The ratio for this age is 1:8. The children in this room are starting to become more independent and are encouraged to develop their self helps skills more widely. The children help to prepare their own snacks and take turns in serving snack out to each other to build on their self-confidence. Weekly diaries are used as a way of communicating with parents and carers.

The Yellow Room

This room holds a maximum of 8 children aged from 3-5.5 years. The ratio is 1:8. In this room staff are busy preparing the children for school life. The children help to serve the food and drinks at meal times and self risk assess with the support of the staff. Weekly diaries are used as a way of communicating with parents and carers.

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Partnerships With Parents

We want everyone to feel welcome at The Priory Day Nursery and the relationship between parents and staff is very important. We want to work together with parents to ensure we meet all the needs of each individual child. Every child has a key worker who will read the registration form that is completed by the parent so that they get to know more about their key child. The key worker will then be the first point of contact for the parents to discuss how their child is getting on. A parents evening will be held 2-3 times per year allowing parents a chance to talk to staff and view their childs work and learning profile in a more relaxed atmosphere. Parents are always welcome to help out on nursery trips and, where relevant, with work topics.

Nursery Curriculum

The activities planned throughout the nursery underpin the Early Years Foundation Stage. We plan for every child's individual needs and appreciate that the parents role is vital. We understand that in order for children to suceed in all areas of learning and development we need to plan to incorporate the child's interests and abilities.

The philosophy underpinning the Early Years Foundation Stage curriculum states that "every child deserves the best possible start in life and support to fulfill their potential". Practitioners delivering the Early Years Foundation Stage curriculum therefore supports each child's learning through planned playin the enabling environment through extending and developing each child's sponteneous play.

The Early Years Foundation Stage is part of a ten year strategy for all children ages 0-5 years.

Health and Safety

One of our key concerns is the health, safety and well being of your child while entrusted in our care. While in nursery every child is either with , or in sight of a carer at all times.

Illness

We want to keep an infection free environment within the nursery, and to obtain this we require parental co-operation. If your child is unwell with sickness, tummy upset or a heavy cold please do not bring him/her in to the nursery. There is a full list of infectious illnesses and exclusion periods later in the brochure to refer to.We have a strict policy with regards to administering non prescription medicines within the setting. Any prescribed medication we will administer ONLY with parental consent and after 48 hours of when the child was first prescribed it.

Accidents and First Aid

If a child has an accident it is dealt with and recorded on the accidernt sheet via our online portal, which is countersigned by the parent or guardian. More serious accidents are dealt with through the appropriate emergency service, contacting the parents immediately. It is our aim that all staff will be first aid trained. Staff carry out a 12 hour first aid course which complies with the expectations from OFSTED.

Allergies

If your child has any allergy please inform us so that we can make note of this and make all staff fully aware and have the correct plan in place for your child.

Fire Procedure

We carry out regular fire drills so that everyone is aware of the procedure to evacuate quickly and safely with minimum distress to the children.

Door Security

At the start and end of the day a member of staff will be at the door to greet parents and children. No unknown persons will be allowed to enter the setting.

Collection of Children

If someone else is picking your child up please let us know before hand. A password will be required before collection.

Record Keeping

Every child has his/her own record file where emergency numbers are kept along with relevant health details. These are in a lockable cabinet but are accessible to staff quickly if needed.

Priory Price list April 2026

Age	Session	Session Price
3 Months - 2 Years	8am – 6pm	£93.30
	8am – 1pm/ 1pm – 6pm	£58.30
	8am-1pm/1pm-6pm 8am-6pm	£0 (Funded Session Only 9 months-2 yrs)
2-3 Years	8am – 6pm	£90.75
	8am – 1pm/ 1pm – 6pm	£55.25
	8am-1pm/1pm-6pm 8am-6pm	£0 (Funded Session Only)
3-5 Years	8am – 6pm	£87.90
	8am – 1pm/ 1pm – 6pm	£52.40
	8am-1pm/1pm-6pm 8am-6pm	£0 (Funded Session Only)
Meal Charges (Non-Mandatory)	AM Session (Breakfast, Lunch, Snack) - £5.50 PM Session (Snack & Tea) £4.50 All Day - £10.00	
Consumable Charges (Non-Mandatory)	Charges for items such as wipes, nappy sacks, suncream, sudocrem, calpol & Piriton **Under Two's –** £1.00 Per Am/PM session, £1.50 All day Session **Two-Fives –** 50p Am/PM session, 75p All day Session	

If you need to book additional hours, rather than sessions, you will be charged an hourly rate of £14.40 per hour / £7.20 per 30 minutes.

Grant Funding

Term time and stretched funding is available for eligible 9 months, 2, 3 & 4-year olds. We offer 15/30 hours per week over 38 weeks of the year as part of our term time offer and 11/22 hours per week over 51 weeks of the year as our stretched offer. We encourage our stretched funded offer for children under 3 years. Children accessing 'funded only' hours on our stretched offer will be accessing 10/20 hours each week and therefore will not be using up the full-year stretched funding entitlement of 570/1140 hours on this offer.

Please note that the nursery term dates may not match local school term dates.

Notes:

Sibling Discount:
4-4.5 days = 5% off
5 days = 10% off
(Discount is only applied to the 2nd child's fees and does not include part funded part paid places).

1. Fees (Inc. Vouchers) are due in advance on the 1st of each month. If fees are not paid within a week, a charge of £20 per week is added to your invoice until the balance is cleared (unless a regular payment date has been agreed)
2. Interest is charged at 8% pa over the Bank of England base rate on fees outstanding at the end of each month & your child's place may be terminated.

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3. Session times are non-negotiable and any extra time over these will be charged at the hourly rate.
4. A small non-mandatory charge for consumables and /or meals will be invoiced and you will be made aware of these charges prior to registering your child. If you have any issues with making payments for these charges, please contact the manager to discuss alternatives.
5. Non- mandatory charges may occur for extracurricular activities (these will be discussed in advance)
6. NHS Staff & Armed forces receive a 5% discount off monthly fees, when attending a minimum of three paid sessions per week (ID proof required).
7. Lateness: A fee of £10 is charged for every five minutes late after the end of the pre-booked session times.

Terms and Conditions

1. Registering your child for a place at the nursery requires you to complete and sign a registration form. By signing the form, you agree to all the terms and conditions set out below; and to adhere to our policies.

2. A place is only secured once the registration form has been completed and returned to the nursery with a non-refundable registration/administration fee of £60 and a refundable deposit of £100. The deposit will be taken off of your last month's invoice once a full calendar months' notice of leaving has been given to the setting. (No registration fee is charged for funded only sessions, however a holding deposit may be charged and returned to you 1 month after your child has started with us).

3. The deposit is refundable when your child leaves the nursery subject to one full calendar months' notice in writing by the 1st of the month for children to leave on the last day of that month. If this notice is not given, then fees continue to be payable. If any fees are outstanding when your child leaves the nursery the refundable deposit is forfeited. For clarity, children will only leave at the end of a month.

4. 48 hours' notice (2 working days before the session) is required for cancelling additional sessions. If this notice is not given, then the session continues to be chargeable.

5. If you cancel your child's place without the child starting at the nursery the refundable deposit is forfeited. (This also applies to a holding deposit for funded sessions). If you cancel within one month of the due start date fees are also payable for the period between the due start date and the end of the next calendar month.

6. A full calendar months' notice in writing is also required should you wish to reduce the number of sessions your child attends. Failure to give this notice will result in fees being charged on the existing number of sessions for the month. For clarity, at least one calendar months' notice is required to reduce sessions, with the reduction commencing at the start of a calendar month.

7. Following receipt of a registration form, the start date can only be delayed once, and only be delayed by one month, before the child's reserved place will be open to others and the child's name added to the waiting list. Notice of the delay must be in writing. If the notice to delay is less than one month from the original start date, then fees are due from the original start date until the end of the one full calendar months' notice (to coincide with the end of a calendar month). The refundable deposit will be forfeited if the child subsequently does not start at the nursery (see 5. Above)

8. No refund or reduction of fees is made if your child is absent from the nursery (e.g. personal holiday; Bank Holidays; illness).

9. No refund or reduction of fees is made if the nursery is closed for reasons beyond our control (e.g. adverse weather conditions). Please see the policies.

10. The nursery closes for Bank holidays and for 1 working week at Christmas and re-opens on the first working day in January. We may hold inset days for staff training; therefore, we will reopen the next working day commencing this, you will be notified of this in advance.

11. Fees are calculated on a 52-week year. No refund is given for Bank Holidays.

12. Our opening times are from 8:00am to 6:00pm, Monday to Friday. We are unable to take responsibility for children outside these times as your child is not covered by our insurance. (Please refer to .18 below)

13. Fees:

    a) Fees are payable monthly in advance on the first of each month for the full day nursery.
    b) The first month's fees for new starters are due in full before the start date.
    c) Fees for additional sessions or hours are due before the sessions.
    d) For fee calculations please see our fee sheet.
    e) If any fees are not paid in full within the first week of a month a charge of £20 per week will be applied until the outstanding fees are paid in full. (Unless a regular payment date has been agreed with the setting manager)
    f) If fees are outstanding for over one month, we reserve the right to immediately cancel your child's place. The outstanding fees, including the appropriate notice period and interest will still be payable and you will forfeit your deposit. When necessary, we will take legal action to recover outstanding fees with interest and costs.
    g) Fees are required to be paid online via our preferred partner 'Go Cardless' (the setting manager will explain this process). Please note that **no cash** is taken on our nursery premises.

14. Illness:

a) If a child becomes ill at nursery, you or your named emergency contact will be telephoned. Therefore, it is your responsibility to inform us of any changes to your details (e.g. mobile phone; address, email address).
b) Any child suffering from an infectious illness **must not** be brought into nursery until a doctor has certified that the child is no longer infectious.
c) If your child suffers from sickness/diarrhoea a period of **48 hours** should elapse since the last period of sickness/diarrhoea before returning to nursery.
d) If your child is prescribed medication by the doctor your child needs to of been administered this at home for **48 hours** before returning to the setting.
e) **Only one dosage** of calpol (suitable for the age of the child) will be administered and only if the child has a temperature (as stated in our policies and procedures), and the temperature remains high you will be called to collect your child.

(Our nursery follows the guidelines set out by the department of health).

15. Please do not bring any personal possessions (e.g. Jewellery; money, toys) into the nursery, as we cannot take responsibility for any loss or damage.

16. Please label ALL items of clothing. We cannot take responsibility lost items.

17. Please try to be punctual when collecting your child. It is very important to collect your child at the correct time; otherwise some distress could be caused. We appreciate there may be times when this is unavoidable, but you will incur extra charges if it were to happen frequently. These will be £10 for every five minutes late. If you are going to be late then please telephone the nursery (01494 527807).

18. If a person other than the parent or guardian must collect your child, please inform a member of staff in advance. It is nursery policy not to allow any child to leave with an unnamed person. We prefer to have seen the nominated person before collection. If it is not possible, we will use a password scheme to identify your nominated collector.

19. Please do not ask staff members to babysit or 'Friend' you on social media as this is against our policies and procedures. (Please refer to our policies regarding this)

20. It is understood that the Priory Day Nursery is under an obligation to report to social services any incident where we consider a child may have been abused or neglected. This may be done with or without informing the parent or guardian depending on the level of concern.

21. We reserve the right to refuse admission.

22. We reserve the right to amend the terms and conditions.

Dated: April 2026

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