

Hilton Street Day Nursery Pack 2026/2027



Hilton Street Childcare is part of Childcare and Community Centre, Hilton Street

Mission Statement

The team at Hilton Street Childcare strives to help children to develop into independent, confident learners, socially responsible citizens and positive contributors to the world around them.

Our nurturing, modern and safe environment is designed to be responsive to each individual child – working in partnership with their parents and guardians to develop their abilities and unique talents.



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Nursery Setting

The right environment

We create a caring, modern, safe and friendly environment that supports each child to reach their full potential – ensuring they are healthy and safe in our care, enjoying play and achieving new learning outcomes, positively contributing to nursery life and building their first friendships.

Safe & compliant

We provide an environment that is happy and stimulating and where each child's safety and welfare is of the utmost importance. Parents and carers are always welcome at the nursery. Naturally, we are fully compliant with all statutory and regulatory guidelines and operate to the highest quality standards.

In partnership

We work closely in partnership with parents and carers, Ofsted and the local authority and we take an active role in our local community.

Equality and diversity

We welcome children from all backgrounds and with all kinds of abilities. Our inclusive policy ensures all children are welcomed, valued and included, regardless of their gender, culture, ethnicity, religion, background, language, abilities or development.

Quality education and care

Our highly trained childcare professionals provide the highest standards of quality pre-school and nursery education and care. We use the EYFS to lay a strong learning platform for the future. Every child has a fully documented Learning Journey that captures their achievements and special 'firsts' for their parents to enjoy and celebrate. For children with special needs or disabilities, we follow a Code of Practice to ensure appropriate care and support, so that each child can fully enjoy and make the most of their time at the nursery. For more information please see our Local Offer.

Continuous improvement

Our staff also receive ongoing professional development, to allow them to develop new skills and to build their confidence.

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Nursery Setting

EYFS

Here at Hilton Street, we follow the EYFS Framework, (Early Years Foundation Stage) which every child completes throughout their time with us. The EYFS is planned to meet each child's individual needs and your child will be acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

3 Prime areas

- ✿ Communication and language
- ✿ Physical Development
- ✿ Personal, Social and Emotional Development

The prime areas are those essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop these skills:

4 Specific Areas

- ✿ Literacy
- ✿ Mathematics
- ✿ Understanding of the world
- ✿ Expressive art and design

The 7 areas are used to plan your child's learning and activities and are done so on an individual basis. Children in the EYFS, learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outdoors.

Outdoor play areas

We have two outdoor areas which are accessible throughout the day. We have an outdoor area for the under 2s and the other play area for the over 2s. Both our play areas have been built with children's safety in mind. Risk assessments are carried out each time the children go out to play, making sure that each child's safety and wellbeing are met.

Contact

Parents and carers are welcome to ring on our number 01942 274684 and can be put through to the child's individual room. From time to time staff will contact parents to give them an update on their child's day here at nursery. We do daily updates on Facebook.

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General Information

Our aim is to provide a first class customer service to all families.

Opening times

The Nursery is open from 7.00am -6.30pm Monday to Friday. The Nursery is closed on Bank Holidays and for a short time over Christmas period. There may be times of extreme weather where we may have to close the nursery at short notice. This is very rare and all parents are informed as quickly as possible if we need to close. This is done in conjunction with all the other local schools and nurseries. This is risk assessed at the time for the safety of all children, parents and staff.

Fees

You will receive an invoice each month, by email on or around the 22nd . All fees are payable a month in advance for the month ahead. We ask that keep a copy of all you receipts for your own reference, in case of any queries relating to your invoice. Fees are payable in full if your child is absent from nursery due to illness or social reasons . Fees will NOT be charged for bank holidays or over the Christmas period.

Ways to pay

- ✿ Cash
- ✿ BACS/Standing Order
- ✿ Childcare & Community Centre Ashton District, Account 65815298, Sort code 08-92-99
- ✿ Childcare Vouchers

Deposit

£100 deposit is required for all places (except funded). This is non-refundable if your child does not start, deposits are returnable if one months notice of leaving is given and all fees are paid up to date.

Charges

£8 per 5 minutes after 6pm for late charge

Leaving nursery

If you wish to terminate your child's place at nursery then 4 weeks' notice is needed in writing. This should be given to the nursery manager, Nicola Ambler or deputy manager Lisa Pendlebury-Green.

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General Information

Policies and Procedures

All our Policies and Procedures are available for you to view at your request and are located in every room in the Nursery. If you wish to have a copy of our Policies, please see a member of staff. Digital copies can be requested.

Funding - 2 year old and 3 year old

Government funding runs along with school terms (approximately 38 weeks of the year). Children are entitled to access funding from the term after their 3rd birthday for 3 year old funding or you may fall into the criteria to be entitled to 2 year old funding. If attending for 1 full day the maximum free funding is 10 hrs. Meals are not included in the funding allocation so you can choose to bring a packed lunch for your child, however we do ask parents to be mindful of supplying your child with food that may/do contain nuts. You also have the option to add lunch and tea to your invoice for £3.00per meal. We aim to be as flexible as possible as to when the free entitlement can be used between the hours of 8am-6pm. If you choose to place your child with us for funded hours only each week we have morning and afternoon sessions available. Depending on how many days you wish to access, these places are term time only and any extra sessions required during the school holidays will be charged at an additional fee.

Examples of session times

15hrs could be accessed 8-1 or 1-6 over 3 days or full day's 8-6 and 1 half day. If you are paying a top up to funded hours, you will receive an invoice each month detailing the amount of funding received for that month and the amount you need to pay to top up your chosen sessions, some months may be more than others depending on how many school holiday weeks fall into that month .i.e.: February has 1 week half term holiday and all of August would be at full price as this is the summer break. There are 3 terms each year and the government fund varied amounts of weeks each term, a maximum of 38 weeks per year.

Flexibility

We will always try to accommodate parents with the sessions required; however we may not always have the availability. We can spread your funded hours for 51 weeks a year and use a maximum of 22.5 hours per week. We also ask for a notice period if you wish to decrease/increase your sessions.

Nursery Security

Our nursery entrance is secured by a unique individual code. No person that is unfamiliar to the staff can enter the nursery and will be asked to wait until identification can be sorted. When your child starts with us, you will be issued with a password which is unique to them. We will ask for this when you collect your child. Please do not be offended by this, it is our responsibility to make sure that your child is safe at all times and that anyone entering the nursery is known to staff. We only allow authorised child collectors that are stated on your child's registration form to be able to take your child home from nursery.

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Our Nursery Rooms

There are 3 departments within our Nursery, each with their own staff to child ratios. Our staffing arrangements are always tailored to meet the needs of all children and to ensure their safety. We follow national guidelines for our ratios which are as follows:

2 months up to 2 years - Little Giraffes Room

Ratio – 1:3

We can accommodate 15 children in this room.

The aim of this room is to create a homely environment in which babies and young children feel secure and build positive relationships whilst playing and gaining new experiences.

2 -3 years - Little Hedgehogs

Ratio is mixed – 1:4

The aim of this room is to create a fun and learning environment in which children gain confidence to develop their independence and self help skills with the support of familiar carers. A large open plan room that can accommodate 32 children.

3-4 years - Little Monkeys

Ratio – 1:8

We can accommodate 40 children in this section. The aim for this room is to create an environment where children can learn the skills and knowledge they will need for the transition to primary school. Through a safe and well-planned play environment indoors and out, children will develop firm friendships and learn skills for life.

Staff

All our nursery practitioners are highly qualified. Practitioners hold Level 2 qualification or above with staff working towards Level 2 and Level 3. Some staff having progressed to Levels 4, 5 and 6. All our staff have experience in childcare to enable them to fulfil their roles. Practitioners can improve their levels of qualifications and skills in childcare to ensure that an appropriate standard of care is maintained.

Support is given to those staff undertaking further qualifications and we hold regular in-house training for all staff. The management and some senior staff hold qualifications level 4-6 including a teaching degree. We also have a small number of students who college train. Students are always supervised and only counted in staffing ratios if deemed competent to do so by the management team. Students are never left unsupervised. As well as our practitioners being qualified in childcare, they also hold qualifications in First Aid, Food Hygiene, Safeguarding, SEN, Speech and Language, Behaviour Management, Health and Safety, etc. We have two onsite SENCO practitioners who work closely with those children with additional needs. We are very proud of our staff team.

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Meal Times

Here at Hilton Street, all dietary needs are catered for by our nursery cook. It is our role to promote a healthy diet for every child in our care.

Drinks throughout the day are available to all children. We have achieved the healthy business award and currently hold five-star food hygiene rating from the food standards agency.

🌈 **Breakfast:** 7.30-9am choices of cereals milk/water

🌈 **Morning snack:** 10 am Fresh fruit milk/water

🌈 **Lunch:** 11.30am homemade hot meals milk/water

🌈 **Afternoon Tea:** 3.00pm homemade hot/cold meals served with fresh vegetables or fresh fruit milk/water



Week 1		Week 2		Week 3		Week 4	
AM	PM	AM	PM	AM	PM	AM	PM
Monday Minced Beef & Onion Pie & Mixed Vegetables	Assorted Sandwiches Yoghurt	Cheese & Ham Toasties	Spaghetti Bolognaise & Garlic Bread Flapjack	Meat & Potato and Veg	Chicken Curry & Rice Ice Cream	Sausage Casserole	Macaroni Cheese Rice Pudding
Tuesday	Spaghetti on Toast Cornflake Cakes	Home Made Chicken Pie & Veg	Assorted Sandwiches, Sausage Rolls, Crisp Yoghurt	Assorted Sandwiches, Sausage Rolls, Crisp	Sausage & Tomato Pasta Homemade Biscuits	Cottage Pie & Veg	Beans on Toast Rice Krispie Cakes
Wednesday Assorted Sandwiches, Sausage rolls Veg Sticks	Chicken Pie & Veg Jelly	Chicken Dinner Fruit & Cream	Macaroni Cheese Ice Cream	Chicken Casserole	Fish Fingers, Diced Potato, Peas, B&B Fresh Fruit	Tomato & Sausage Pasta	Chicken Pie + Veg Jelly
Thursday Sausage Casserole & Mash	Beef Hotpot Yogurt	Hot Pot Jelly	Beans on Toast Rice Krispie Cakes	Cornbeef Hash	Chicken Pie and Vegetables Jelly	Ham & Cheese Toasties Veg Stick	Spaghetti Bolognaise + Garlic Breas Piece of Fruit
Friday Fish Fingers (Cod), Chips & Garden Peas	Beef Chilli + Rice Ice Cream	Cheese, Onion & Mash Pie	Sausage & Tomato Pasta Fresh Fruit	Tuna + Pasta Flapjack	Mixed Wraps with Salad Yoghurt	Chicken Curry + Rice	Fish Fingers, Diced Potatoes, Peas, B&B Home Made Sponge

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Nursery Prices

NURSERY PRICES EFFECTIVE FROM 1ST APRIL 2026

Full Day £68.50

5 Full Days £325.40

(sibling discount does not apply)

Half Day £35.75

5 Half Days £169.85

Late collection - £8.00 per 5 minutes

Meals - £3.00 per meal (funded hours children)

5% reduction for families with more than one child attending 2 sessions or more weekly (sibling discount does not apply to full time children as they already receive a discounted rate)

Discounted rates apply to nursery children only

If you have any queries or questions please get in touch with Nicola on 01942 274684 or via email Nicola.Ambler@cccad.co.uk

Nursery Application Form

Child's Full Name..... D.O.B...../...../.....

Please attach a copy of your child's birth certificate and NHS number

Funding Code.....

Person who has Parental Responsibility.....

Address.....

..... Postcode

Email address to receive invoices

Legal Parent/Guardian Name (1)..... Home phone no.....

Work phone no..... Mobile(s).....

NI Number..... D.O.B...../...../.....

Legal Parent/Guardian Name (2)..... Home phone no.....

Work phone no..... Mobile(s).....

NI Number..... D.O.B...../...../.....

Emergency Contacts/Authorised Child Collectors

1) Name..... Relation..... Tel.....

2) Name..... Relation..... Tel.....

3) Name..... Relation..... Tel.....

Child's doctor..... Telephones.....

Address.....

Parental permission is required to seek any necessary emergency medicine or treatment in future. Parents would be contacted immediately if the need to implement action.

Immunisations Received.....

.....

Any Special Requirements (disability, diet/allergies/cultural).....

Where did you hear about Nursery?

Start date required:

...../...../.....

Times of opening 7.30am- 6pm Mon – Fri

Sessions Required

Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM 7:30 am - 1 pm					
PM 1pm - 6pm					

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Conditions of Application & Contract

Please read the following conditions carefully before requesting a place at the Hilton Street Nursery, Wigan.

Fees

Holding a place – A minimum deposit of £100.00, or one-weeks fees whichever is greater is required for all places, non returnable if the place is not taken up. If you increase sessions after the deposit is paid, you will be required to add to this to match the weekly fee. Deposits are returnable if one month's notice of leaving is given and all fees are paid up to date.

- I agree to pay fees by the 1st of the each month in full (and no later than the 5th of the month) in advance for the month ahead.
- Fees must be paid either cash or direct credit/childcare voucher.
- I will give the room supervisor one months notice in writing if I choose to cancel my child's place.
- I agree to pay for any extra sessions upfront (where possible) and understand that extra sessions may be refused if I have a balance outstanding on my account.
- Unless I give one months notice to reducing my child's sessions by informing the room supervisor in writing, I accept I will be held responsible for paying my child's pre-booked nursery care.
- Fees are payable monthly and are payable in full (i.e. payment must be made in the event of illness, holidays, etc.) an exception is made if a child is hospitalised up to a period of two weeks.
- A late fee will be charged for any child collected late after a session.
- Fees are inclusive of breakfast, cooked meals, morning and afternoon snacks and drinks (parents provide their own formula milk for babies).
- Parents must provide their own nappies and wipes for all age groups within the nursery.

Health

- In the interests of the health, safety and welfare of all children, we reserve the right to exclude a child from nursery in the event of illness or threat of infection to others. If a child vomits, has diarrhoea or an unexplained rash whilst at nursery, then staff will contact the parent/guardian and will be asked to collect them immediately.
- Treatment of minor accidents will be given by a qualified first-aider at nursery. In case of an emergency, if you or your nominated contact are not available then we request your prior consent to allow the staff to act appropriately. This will allow for us to call for medical expertise and call an ambulance if required (NB only you can consent to treatment but if you are not available a doctor may give treatment anyway if the emergency warrants)
- All accidents will be recorded in the Nursery Accident Book. Parents will be asked to sign this book after they have been informed of an accident. You are entitled to a copy of the accident details if you require.
- It is the policy of the nursery, that only medicines provided by the child's doctor, dentist or nurse can be given to children in our care. Any non-prescription medication e.g. Pain and fever relief or teething gel, may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.
- The policy of the Hilton Street Childcare is for staff to refuse any medication for a child without the strict supervision and authority of a parent/guardian.
- Please note that if your child has a temperature or a rash at the start of the day please think twice about placing your child in nursery. If by the end of the day both temperature or rash have disappeared do not hesitate to rejoin your child to nursery the following day. (This is not only in the interest of your child but other children within the setting.)

Parent/Guardian Signature :

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Allergen Information

From 13 December 2014, all food businesses including childcare providers and childminders will need to provide allergen information on the foods they sell or provide. Food allergens pose a significant risk to consumers with allergic conditions, which may even be life threatening. Children are particularly vulnerable because of their reduced level of control over the foods they eat. In the form below please indicate which of the 14 allergens, if any, that your child is known to be allergic to. Although we will make every effort to reduce the risk of allergy, we can not provide a full guarantee that our kitchen and food purchased/prepared onsite are safe. Please acknowledge this statement by signing the form once you have completed it.

Childs Name: _____

Is your child allergic or intolerant to: **(please circle)**

Cereals containing gluten, e.g. wheat (including spelt and Khorasan), rye, barley and oats and their hybridised strains	Yes	No
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Crustaceans, e.g. prawns, crab and lobster	Yes	No
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Eggs	Yes	No
------	-----	----

Fish	Yes	No
------	-----	----

Peanuts	Yes	No
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Soybeans	Yes	No
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Milk	Yes	No
------	-----	----

Nuts, e.g. almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, macadamia nuts or Queensland nuts	Yes	No
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Celery (including celeriac)	Yes	No
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Mustard	Yes	No
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Sesame	Yes	No
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Sulphur dioxide/sulphites (preservatives used in some foods and drinks) at levels above 10mg per kg or per litre	Yes	No
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Lupin	Yes	No
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Molluscs, e.g. clams, mussels, whelks oysters, snails	Yes	No
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I acknowledge that Hilton Street Childcare cannot 100% guarantee that all meals can never be 100% allergen free.

Parents Name: _____ Signature _____ Date: _____

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All About Me

Please complete this booklet with as much information as possible.
Thank you.

My name is

When I start nursery I will beold

My birthday is

Most of the time I will be brought and picked up by

.....

Sometime I might be collected by

.....

I live with

.....

If I am upset I like to be comforted by

..... (cuddles, teddy, dummy)

I like to eat

.....

When I am tired I like to sleep in

I move around by

I can go to the toilet

(potty, with help, alone)

My daily routine usually consists of

.....

.....

Please include as much information as possible.

I have the following special requirements

.....

.....

(Any dietary, medical or religious needs)

Please feel free to talk to staff members about anything regarding your child. They will inform you on a regular basis of your child's progress within the setting.

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All About Me

I am allowed to wear a plaster in the event of a minor accident at nursery

.....
(Parent Signature)

I am allowed to go on a local walk with the nursery staff.

.....
(Parent Signature)

I am allowed to wear sun cream when the weather is hot.

.....
(Parent Signature)

I am allowed to wear nappy cream.

.....
(Parent Signature)

I am allowed to have my photograph and/or video taken and displayed within nursery, (for island time, audits, display boards and for future use on the smart board)

.....
(Parent Signature)

I am allowed to have my photo taken and displayed on the CCCAD Nursery website and Nursery Facebook page.

.....
(Parent Signature)

I give permission for a suitably qualified first aider / paramedic or doctor to administer the appropriate emergency treatment if needed.

.....
(Parent Signature)

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Nursery Uniforms

Hilton Street Uniform

Sizes: 2, 3-4 and 5-6

Nursery uniforms can be purchased from:

Sportsline

26 Gerard Street

Ashton-in-Makerfield

Wigan

Greater Manchester

WN4 9AA

Red Polo's £6.99

Navy Sweatshirt's £8.99

Navy Cardigan's £9.99

In Addition, grey skirts or Trousers



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Childcare and
Community Centre
Hilton Street

Parents Guide to EYFS



With



You



At



Every

Age