



**Terms and Conditions:**  
**Applicable solely to the children attending our Pre-School Provisions**

**1. Registration Form**

- (a) A Registration Application Form must be submitted in order for us to consider offering your child a place at our nursery setting.
- (b) We require two month's notice prior to the original start date of any changes to sessions or the start date.

**2. Fees**

- (a) **A current session runs Monday to Friday 09:00 until 12:00 and 12:00 until 15:15. Our full session is 09:00 until 15:15. We charge £7.80 per hour.** All fees are charged monthly and are payable in advance of the month of attendance. Any queries should be directed to the Nursery Manager in the first instance.
- (b) Children who attend additional hours outside of their funded hours, will receive an invoice for the non-funded hours one month prior to the month of attendance. This invoice must be paid before the 1<sup>st</sup> of the month of attendance. If payment is not received, children will only be able to attend for their funded hours.
- (c) Any extra-curricular activities such as additional trips and visits which you agree to in advance shall be deemed to be supplemental to items met by the fees and will be charged for accordingly. Each person who has signed the Registration forms is liable for the whole of the fees due.
- (d) Fruit is the only other chargeable item and this is entirely optional. Should you wish your child to be provided with a fruit snack, we charge 30p per session. Please advise the Nursery Manager if you would like your child to receive fruit.
- (e) Please note that any outstanding fees past the due date may be subject to a £20 late payment fee.
- (f) We reserve the right to refuse to allow your child to attend any of our Pre-Schools while fees remain unpaid or there is a persistent default in relation to supplement charges.
- (g) Where repeated late collection applies, two warnings will be administered and then on the third late collection and any subsequent late collections a fee of £10 per quarter of an hour that you are late will be added to your bill.
- (h) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as Brooke Hill Academy Trust considers reasonable. Notice of an increase in the fees will be sent to you prior to the start of the month before the increase is to take effect.
- (i) Fees will be reduced by half if a child is absent for more than two weeks on medical grounds, namely hospitalisation or other medical issues, a Doctor's note may be requested.
- (j) 50% of fees will be charged if holidays are taken in term time and we receive one month's written notice. If no notice is received, then full fees will be charged for the duration of the holiday period.

**3. Notice Requirements**

- (a) If you wish to withdraw your child from any of our Pre-Schools other than when they move to a Reception class, you shall either give a months' notice to that effect or shall pay to Brooke Hill Academy Trust a months' fees in lieu of notice, at such rate as would have been charged for the months' provision.
- (b) If you wish to change any of your child's hours or days, a months' notice is required, or you discuss this with the Pre-School Manager.
- (c) If your child is unable to attend their normal booked session, we will not swap or change the sessions.

**4. Code of Conduct**

- (a) It is a condition of remaining at our Pre-Schools that your child complies with the Positive Behaviour Policy appropriate to the age group.

## 5. **The Parents Obligations**

- (a) It is a condition of your child joining us that you complete and submit to us a medical questionnaire in respect of your child. You undertake to inform us of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long term or short term, including any infections. If we so require due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit him/her to return to us until such time as the health risk has been averted.
- (b) You undertake to inform us of any situations where special arrangements may be needed in relation to your child.
- (c) Brooke Hill Academy Trust is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the registration form as having been given on behalf of both or all such persons.
- (d) We cannot accept any responsibility for the welfare of your child while off our premises unless he or she is taking part in an activity or otherwise under the supervision of a member of our staff
- (e) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform us without delay.
- (f) The manager must be notified in writing immediately if a child will be residing other than with a person who has parental responsibility. When both parents will be absent from the child's home for a 24hour period or longer, we require, in writing, the name, address and telephone number for 24hour contact of the adult whom parental responsibility has been delegated to in loco parentis.
- (g) We use various online systems to communicate with parents via Tapestry, Arbor and Facebook. You must consent to not copying or posting any photographs or child's personal information to another source. This may result in the withdrawal of your child's Learning Journey. All parents must report any suspicious activity to the manager as soon as they are aware.
- (h) As a parent we expect you to ensure that your child arrives on time for the start of their Pre-School day both morning and afternoon sessions. We also expect to be informed if another adult is dropping off or collecting your child and this person will be required to provide the agreed password for us to release your child.
- (i) Where your child is entitled to funding, both 2 year and 30 hour funding, it is your responsibility to apply for the funding before the relevant deadlines and provide the correct documents to the nursery manager/accounts team to ensure they are able to claim accordingly. If you are entitled or in the process of applying, please let the nursery manager know so they are aware. The nursery can not be held responsible if we have not been provided with the correct and latest information.

## 6. **Insurance**

You must make your own insurance arrangements if you require cover for your child's person or property while at our provision.

## 7. **Communications**

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify us of any change of address of any person who has signed the Registration form. Communications (including notices) will be sent by us to the address shown in our records.

**Parents Name .....**

**Signature .....**

**Date.....**