



Berrynarbor Pre-school
Manor Hall
Birdswell Lane
Berrynarbor
EX34 9SF

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Fees and Funding Policy

PARENT CONTRACT

We believe that there needs to be a formal agreement between the Preschool and Parents. The contract will outline the obligations and commitment, of both the Preschool and the Parent(s).

This is a contract between Berrynarbor Preschool (referred to as 'the Preschool') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Preschool.

The Preschool: -

1. Is a charity run by a parent committee
2. Will be known as 'Berrynarbor Preschool' and will operate from a property at the Manor Hall in the Pencurzon Room, Birdswell Lane Berrynarbor, EX35 9SF
3. Is registered with Ofsted as a Day care Childcare - Non-Domestic and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Preschool to ensure the appropriate standards of care & education are being provided.

The Contract: -

1. The minimum contract period is for 3 months.
2. Notice Period: Due to the long-term commitment, we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 Calendar month written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.
3. Increasing your booking is subject to availability.
4. Early Years Nursery Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

HOURS OF OPERATION

Monday to Friday 08:00 to 16:00. We only operated during term time only.

FEEES

Fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar months' notice of the proposed increase to parents / guardians. Fees include all sick days and holidays taken as these are paid days.

Any statutory holidays will be deducted from your bill. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. We will try to accommodate swapping of days in cases of emergency or under special circumstances.

GOVERNMENT FUNDING

Parents who qualify for funding will have this amount deducted from the invoice.

All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this.

Any fees not covered by a subsidy are the parents' responsibility and are payable on the day set on the invoice.

Search Childcare choices to check your eligibility for funding

[Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

Parents/carers will be asked to complete all the necessary forms and provide the required proofs of identity when registering their child for Early Years Entitled Funding.

PAYMENT POLICY

Parents agree that all fees (full time and part time attendance) will be paid on or by the date set on the invoice. Additional sessions will be invoiced at the end of each half term or and will be due for payment immediately.

Unpaid fees are subject to a £50.00 late payment fee if fees not received by the 7th day after the invoice is due.

Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Extra hours are billed at the session rate or hourly rate.

Fees are based on booked days, not attendance. Therefore, parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)

Payment of fees are by bank transfer/standing orders, cheques or cash.

Bank details are as follows: -

Name of Account Holder: Berrynarbor Preschool Reg. charity 1031351

Name of Bank: Lloyds Bank

Sort code: 30 94 52 Account Number: 00520325

Please use your child's name or initials as a reference.

REGISTRATION

A non-refundable registration fee of £20.00 (per child) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full.

ILLNESS POLICY

Please advise the Preschool prior to 8:30am if a child will not be attending due to illness.

Parents agree that a child who is ill (e.g., fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care.

The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the Preschool.

Children will not be allowed to return to Preschool until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea.

In some cases, a note from a doctor may be necessary.

Staff may seek any necessary emergency medical advice or treatment during their time at Berrynarbor Preschool. Please refer to our sickness policy for more information about this topic.

LATE ARRIVAL/PICKUP POLICY

Please advise the Preschool immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 12:00pm in session time and 16:00pm end of day.

If you are not able to pick up your child by 16:00pm alternate arrangements must be made.

Please notify the Preschool if an unauthorised person will be picking up your child.

Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form.

They must use the written password that we have on file.

Fees payable

Late collection is charged at £2.00 per minute after the end of your child's session such as 10 minutes late you will be charged **£20.00**

Payment needs to be prompt or there will be a £5.00 daily penalty.

The fee will be invoiced and is to be paid as dated on the invoice.

Our Ofsted registration and planning regulations restrictions prevent us from working after 4:00pm.

TERMINATION

Berrynarbor Preschool reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

WITHDRAWAL

Notice Period: Due to the long-term commitment, we make when reserving a child’s place, we must ask you to make a similar commitment to us. We therefore require a minimum of 1 Calendar month written notice, commencing from the first day of the month, to reduce or cancel your child’s normal booking.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/04/2015
This policy was review and revised on 15/04/2024

Signed on behalf of the preschool.....Date.....