



Pashley Down Pre-School

Parent Contract

This agreement sets out the terms and conditions between **Pashley Down Pre-School**, Beechy Avenue, Eastbourne, East Sussex, BN20 8NX and the parent(s)/carer(s) named below.

Name of parent/carers:

Name of child:

Deposit

To secure a place at Pashley Down Pre-School, a **£100 deposit** is required.

Payment should be made by bank transfer using the details below:

Bank: NatWest

Account name: Pashley Down Infant School

Account number: 04298624

Sort code: 16-13-09

Please use your child's **first initial and surname** as the payment reference (e.g. *A Smith*).

The £100 deposit will be held on account for the duration of your child's place at the pre-school. The deposit will be refunded when your child leaves the setting, provided all fees and charges have been paid in full. If the place is withdrawn before the agreed start date, or if fees remain outstanding at the point of leaving, the deposit will be retained.

Sessions and Opening Hours

Pashley Down Pre-School operates a **full-day model only**. Morning-only or afternoon-only sessions are **not offered**.

Provision is **term-time only**, Monday to Friday.

- **Core funded day:** 8:45am – 2:45pm
- **Optional Breakfast Club:** 7:45am – 8:45am
- **Optional extended hours:** 2:45pm – 5:00pm

Pashley Down Pre-School

Beechy Avenue Eastbourne East Sussex BN20 8NX

Telephone: 01323 730719

e-mail: preschool@pashley.e-sussex.sch.uk

Children will only be admitted during their **pre-booked sessions**.

Commitment and Booking Agreement

By accepting a place, parents/carers agree to commit to their booked sessions for a **minimum of two full terms**.

Booked hours are **fixed for each funding period**. Requests to change or reduce hours can only be considered at agreed review points, subject to availability and notice requirements.

Additional or ad-hoc sessions are subject to availability and charged at the published rates. Additional sessions do not form part of the agreed booking pattern and may be withdrawn at any time.

Fees

From **1 September 2026**, fees are:

- **2-year-olds:** £9.50 per hour
- **3- and 4-year-olds:** £8.50 per hour

Children are recognised as 3-years-old for fee and funding purposes **from the start of the funding period following their third birthday**.

Fees are payable **monthly in advance** via **Tapestry**.

- Invoices are issued on the **1st of each month**
- Payment is due by the **14th of each month**
- A **£20 late payment fee** will be applied to overdue accounts

Fees are payable regardless of attendance, including short-term illness or absence, **but excluding school closure days and school holidays**. Monthly invoices relate to the current month and are payable in advance of attendance within that month.

Early Years Education Entitlement (EYEE) Funding

Parents/carers are responsible for completing a **Parental Declaration Form** in advance of any funding claim.

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EYEE funding is claimed in **fixed blocks** and cannot be adjusted mid-term.

If funding is withdrawn, reduced, or not confirmed for any reason (including non-attendance), parents/carers remain responsible for any outstanding fees.

Any hours attended that are not covered by confirmed EYEE funding will be charged at the published hourly rate.

Absence, Illness and Attendance

Refunds are **not provided** for missed or cancelled sessions.

Fees remain payable during periods of illness. If a child is absent for **longer than two consecutive weeks**, the pre-school will review the situation on an individual basis and may notify the Local Authority funding team in line with Local Authority funding requirements.

Extended absence may result in EYEE funding being withdrawn, in which case fees will become payable by the parent/carer.

Parents/carers must inform the school office or pre-school staff if their child is absent.

Notice Period and Withdrawal

Parents/carers must commit to their booked sessions for a minimum of **two full terms**.

Notice to withdraw a child or reduce booked hours must be given **by the published funding review point** and will take effect from the **end of the following full term**.

Requests to reduce hours before the end of the minimum commitment period will not be agreed except in exceptional circumstances, at the discretion of the pre-school.

Non-Payment of Fees

If fees are unpaid, the pre-school reserves the right to:

- restrict attendance to funded hours only
- suspend access to paid sessions
- terminate the child's place

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Persistent non-payment may result in immediate termination of the place.

Parents experiencing financial difficulty should contact preschool@pashley.e-sussex.sch.uk as soon as possible.

Meals

Children may bring a packed lunch or choose a hot lunch supplied by **Harrison Catering** and prepared on site.

The cost of hot lunches is **to be confirmed** and will be communicated to parents/carers in advance. Hot lunches are an optional additional charge.

Hot lunches are charged as an additional item and will be added to monthly invoices via Tapestry. Where any lunch debt accrues, parents/carers will be required to provide a packed lunch until the balance is cleared.

Nut products must **not** be brought into the pre-school.

Water and milk are provided daily. Children's drinks bottles should contain water only. Hot meals are optional and not included in funded hours.

Arrivals and Departures

Children will not be admitted before the start of their booked session.

Only authorised adults over the age of 16 may collect children. Alternative collection arrangements must be agreed in advance.

Late collection will be charged at **£5 for every 15 minutes**.

Persistent late collection may result in the **Uncollected Children Policy** being applied.

Health, Medication and Safeguarding

The pre-school follows all statutory safeguarding, health and welfare requirements.

Only prescribed medication in original packaging with a pharmacy label can be administered. Medication forms and, where appropriate, healthcare plans must be completed in advance.

Children must not attend for **24 hours** after receiving Calpol or similar medication, and **48 hours** after the last episode of sickness or diarrhoea.

Termination of Contract

The pre-school may terminate this contract with immediate effect in cases including but not limited to:

- Non-payment of fees
- Persistent late collection
- Verbal or physical abuse of staff or others
- Behaviour that poses a risk to children or staff

Support will be offered where appropriate before termination is considered.

The decision to terminate a place will be made at the reasonable discretion of the pre-school leadership, in line with published policies.

Agreement

By signing below, parents/carers confirm that they have read and agree to this contract and all Pashley Down Pre-School policies and procedures.

Signed (parent/carer): _____

Name (print): _____

Date: _____

Pre-School Manager: _____

Date: _____