



# CONTRACT

## Pashley Down Pre-School

This document details the agreement between Pashley Down Pre-school, Beechy Avenue, Eastbourne, East Sussex, BN20 8NX

**Name of parent/carer:**

**Name of child:**

### Deposit

To secure a place, we kindly ask that a £100 deposit is paid. Please make the payment via bank transfer using the details below.

#### Bank details:

##### Natwest

Pashley Down Infant School

04298624

60-13-09

When making the payment, please use your child's first initial and surname as the payment reference (*for example: A Smith*).

Once the deposit has been received, we will be in touch with further information regarding your child's start arrangements. If you have any questions, please do not hesitate to contact us.

### Fees

Providing a high quality, safe and stimulating service for children is delivered according to legal requirements around space and staff ratios. To ensure the continued high standards and sustainability of the nursery, parents/carers must abide by its policy in regard to fees.

From 1st September 2026, the rates are as follows:

2-year-olds: £9.50 per hour

3- and 4-year-olds: £8.50 per hour

(Children will be recognized as 3-years-old with regards to payments and funding, in the next funding period after their 3rd birthday)

If your child is eligible for Early Years Education Entitlement (EYEE) funding, then you will need to complete a Parental Declaration Form the term before you would like to start claiming funding.

All nursery fees are paid monthly in advance via Tapestry. Fees are due by the 14th of each month, invoices are sent out via Tapestry on the 1st of each month.

A late payment fee of £20 is applied if you do not pay by the 14th of the month. Refunds will not be given for missed or cancelled bookings, this also applies to sessions missed through illness.

One month's written notice will be required to cancel/reduce a session or place, during which fees will be charged at the normal rate.

Non-payment of fees will result in your child not being able to attend, or only attend their funded hours, or to lose their place entirely if there is no payment forthcoming. Parents/carers who are struggling to pay for services should contact [preschool@pashley.e-sussex.sch.uk](mailto:preschool@pashley.e-sussex.sch.uk) as soon as possible.

Fees are still payable if your child is on holiday during Nursery time.

Fees are still payable in the event of sickness for two weeks. If your child is absent from nursery for a period of sickness that is expected to be longer than 2 weeks, please contact the manager as we will look at all cases on an individual basis.

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in the forfeit of paid-for hours until the payment is made in full. This does not affect access to EYEE hours.

If fees are paid persistently late or not at all without explanation, the nursery will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the nursery for the remainder of that week. Again, this does not affect access to EYEE hours.

If you decide you no longer need a place at the nursery or wish to reduce hours, you must contact the Nursery Manager as soon as possible as we require four weeks' notice in writing of your intention to remove your child or reduce hours. This is to give us time to offer the place to another child. Parents/carers who fail to provide four weeks' notice will agree to pay one month's fee in lieu. We will also give four weeks' notice of any scheduled closures.

Working families may be able to apply for support with childcare costs through Working Tax Credit or from their employer. Working Tax Credit can pay up to 70% of eligible childcare costs, this service can provide fixed weekly amounts depending on your family circumstance. See [www.gov.uk/working-tax-credit/overview](http://www.gov.uk/working-tax-credit/overview) for more information and to access the tax credit calculator. Working Tax Credit is now often referred to as Universal Credit (2017) - see [www.gov.uk/universal-credit](http://www.gov.uk/universal-credit) for more details. Employers can offer help to their employees through childcare vouchers or through paying some childcare costs directly to the nursery.

An increase in fees will take place each year, usually before the Autumn Term.

## **Opening Hours and Sessions**

Our session durations are as follows:

Pashley Pre-School operates a full-day model.

Morning-only or afternoon-only sessions are not offered.

- Core funded day: 8:45am – 2:45pm
- Optional Breakfast Club: 7:45am – 8:45am
- Optional extended hours: 2:45pm – 5:00pm
- Provision is term-time only, Monday to Friday.

## **Attendance**

Attendance in the nursery will be managed in the same way as the school; we will ensure attendance is recorded accurately and will follow up with parents/carers if/when children do not attend. We will work with parents/carers to promote children's good attendance, especially the attendance of children in receipt of the early years pupil premium, as non-attendance can affect funding.

In the event that your child is not able to come to nursery (due to illness or any other reason), please ensure you contact the school office to advise us of this. In the event that your child is absent for more than two weeks, we will contact the EY Funding team and pass on any concerns.

## Meals

If your child attends all day, you have the option of bringing in a packed lunch for them or paying for a hot lunch which is supplied by Harrison Catering and is prepared on site.

If you would like your child to have a hot lunch on a particular day, let the nursery staff know when you drop your child off. They will then inform the kitchen of your choice.

The fee for a hot lunch is £3 and is an optional additional cost. The payment for lunches must be paid via the Arbor Parent Portal. If any debt is accrued, you will need to provide your child with a packed lunch until it is paid off.

We recognise the importance of healthy eating and a balanced, nutritious diet. We encourage parents to provide children with packed lunches that are varied and offer healthy choices. We discourage items such as chocolate bars, sweets and sugary drinks. Water and milk are provided as part of our nursery provision. Please ensure no nut products are brought into the nursery, to safeguard those with nut allergies.

We request that drinks bottles are filled with water only to support the development of healthy teeth and a balanced diet.

Milk and healthy snacks will be provided daily.

As a Nursery we follow the government safeguarding and welfare food safety guidelines. For more information please see here

### Food preparation:

- remove any stones and pips from fruit before serving
- cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters
- cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks
- soften hard fruit and vegetables (such as carrot and apple)
- sausages need to be cut into thin strips rather than chunks and remove the skins
- remove bones from meat or fish
- do not give whole nuts to children under five years old
- do not give whole seeds to children under five years old
- cut cheese into strips rather than chunks
- do not give popcorn as a snack
- do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat
- do not give children hard sweets

Staff are unable to slice and prepare these foods if they have been brought in from home.

## **Arrivals & Departures**

Your child will not be admitted into the nursery until the start of their pre-booked session.

## **Departures**

1. If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. If the nominated adult is not known to staff, then parents/carers will be asked to provide a recent photograph or password known only to the nominated person and staff.
2. In the event that someone else should arrive without prior knowledge, the nursery will telephone the parent/ carer immediately.
3. Upon departure, the register will be marked to show that the child has left the premises. The time of departure will be recorded.
4. The person nominated to collect must be over 16 years.

## **Late Collections**

1. We expect all parents and carers to arrive at the nursery on time to collect their children. If you are delayed to pick up your child, please contact the school office or nursery team at the earliest opportunity.
2. If you are late collecting your child from the nursery, we will charge you a penalty of £5 for every 15 minutes you are late.
3. If the designated adult is late picking up their child without warning and cannot be contacted, the Uncollected Children Policy will be activated, which may result in Children's Services being contacted.

## **Child Protection**

If we have any concerns for your child's welfare we will raise these issues with you and/or follow our Safeguarding Policy.

## **Health and Medication**

1. At all times a member of staff of whom is pediatric first aid trained will be present, and are able to administer prescribed medication.
2. We encourage children to always come to nursery if they are able to and feel well enough to do so. This includes times when your child might be a little unwell but seems happy and wants to come in e.g. mild coughs and colds. If you are unsure of whether to bring your child to nursery, contact the school office or nursery staff for advice.
3. If you feel your child is too unwell to attend nursery, you must contact the school office or nursery staff before their scheduled session to let them know.
4. When a case of head lice is discovered at the Nursery, the situation will be handled carefully and with sensitivity. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the nursery. However, we would expect parents to treat the condition immediately as soon as they have been informed.
5. Children that have been administered Calpol or any other behind the counter products containing ibuprofen or paracetamol will be unable to attend nursery for at least 24hours from their last administered dose.

6. If your child has had any sickness or diarrhea, they must be kept at home until 48 hours has passed since their last bout.
7. We are only able to give prescribed medication to our children, this medication needs to be in the original box with a prescription label that states the child's name, date of birth and dosage requirement.
8. We are unable to administer prescribed medication without a prescription label.
9. Parents/carers must complete medication form before the medication can be administered by staff at the setting.
10. Long-term medication such as a Ventolin inhaler may be left on the nursery premises in a locked medication cupboard.
11. A medication form and health care plan will need to be completed in order for the medication to be left and administered when required.
12. Nursery staff are first aid trained and can administer medication if required.

## **Termination of Contract**

This contract may be ended by Pashley Down Pre-School with immediate effect if any of the following apply:

- Verbal or physical abuse to anyone within Pashley Down Pre-School
- Failure to pay nursery fees
- Continual lateness
- If your child's behaviour is deemed unacceptable by us or could endanger other children or staff. In this event, you will be offered support to try to address the situation to achieve a positive outcome for all concerned.

## **Signing the agreement**

By signing this contract, you are agreeing to all the terms and conditions detailed in this contract and all Pashley Down Pre-School policies and procedures which can be found on our website.

Signed (parent/ carer): \_\_\_\_\_

Name in capitals: \_\_\_\_\_

Date: \_\_\_\_\_

Nursery Manager: \_\_\_\_\_