



# Bishop Bridgeman C.E. Primary School

Bolton & Farnworth C of E Primary Multi Academy Trust

We Work We Play We Care We Pray

## BISHOP BRIDGEMAN PRIMARY SCHOOL, NURSERY AGREEMENT - TERMS & CONDITIONS

These Terms and Conditions represent the entire agreement and understanding between the parents and Bishop Bridgeman Primary School. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update/amend these Terms and Conditions at any time without prior notice.

Bishop Bridgeman Primary School's Nursery operates during term time only.

### Applications

A signed and fully completed Registration of Interest form must be received by school before a place can be considered. Proof of the child's identity & home address must be provided. Places are offered based on the Admission Criteria from the start of the term following a child's third birthday.

### Admission Data & Parent Declaration Forms

All parents must complete an Admission Data form and sign an Early Education and Childcare Entitlement: Parent Declaration Form which MUST include a valid 30 hours eligibility code where if applicable. Setting and attendance details must also be completed.

### Early Years Entitlement Funding (EYEF)

All 3 and 4 year old children are entitled to 15 hours free childcare from the term after their third birthday. Some children may qualify for an additional 15 hours free childcare. Parents must apply for these additional free hours via the ChildCare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If they are eligible they will be provided with an 11 digit eligibility code, this must be provided to school & eligibility checked by the school before a pupil can attend for the additional hours. Parents are responsible for renewing their eligibility every 3 months. A grace period has been agreed by the Local Authority until the end of the term, however, the additional 15 free hours will not be provided for a new term unless eligibility has been confirmed by the end of the previous term.

If a pupil is no longer eligible for the additional hours they may continue with the 15 free hours at the start of the next term.

If your child is not eligible for the 30 hours funded childcare, there is an option to pay for the extra 15 hours. Please call into school and speak to a member of staff for more information.

### Fees – Childcare & School Meals

All dinner money is required to be paid weekly **in advance**, on the first day of the week. Dinner money for Nursery is £1.70 daily or £8.50 for the week. Payment is accepted either by cash or cheque. (Failure to pay in advance will result in immediate withdrawal of childcare/school meals). Core hours for children accessing 30 hours are 8.30-2.30pm. An additional hour daily is charged at £4 per session and will be invoiced from the school office.

In cases of prolonged absence, parents should consult the School Office about fee payment. Each child's attendance at the Nursery is monitored.

Childcare fees are revised annually in September, although this may alter through any change of circumstances which are beyond our control.

A half term's notice is required by either party to withdraw from childcare hours or school meals or full fees become due in lieu of notice.

### Outstanding Fees

In the event of any account being outstanding Bishop Bridgeman Primary School reserves the right to take the following action:

- Pass on to the parents the cost of any bank letters indicating that a cheque has been referred.
- Pass onto the parents all costs involved when the bank returns a cheque for which there are insufficient funds available. ***N.B. Both incidents will be classed as non-payment of fees.***

Parents remain ultimately responsible for all outstanding fees.

### Absence & Illness

Notification of absence or illness is requested by telephone on each day of absence. Unfortunately we are unable to offer any days in lieu of absences.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill whilst attending Nursery.

### Collection of Children

We must stress the importance of contacting school if someone other than the parent is to collect your child, you must provide them with the password.

### Late Collection of Children

If you are late collecting your child from nursery, a late collection charge of £5.00 per every 15 minutes may be imposed.

### General information

Parents are requested to inform school of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must complete a Health Care Plan providing details of the severity of the reaction/allergy and must continue to inform school of any changes/progress to the condition so that the HCP can be updated.

**Immediate notification is required for change of address, telephone or GP**

**I have been informed that all fees must be paid up front for the week in advance.**

**I also understand that we as parents are ultimately responsible for all outstanding fees.**

**I also understand that if my child is eligible for the additional 15 hours I am responsible for renewing eligibility within the appropriate timescale and give permission for all necessary checks to be carried out.**

**I have read and understood these terms and conditions and agree to abide by them.**

**1 Signed \_\_\_\_\_ [Mother/Guardian]**

**2 Signed \_\_\_\_\_ [Father/Guardian]**

**Please write Mothers name in Capitals: \_\_\_\_\_**

**Please write Fathers name in Capitals: \_\_\_\_\_**

**Date \_\_/\_\_/\_\_**

**Please sign both copies. Keep one for yourself and return the other to the school office.**

## **Agreement for Payment of Fees**

Child's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Persons responsible for payment of fees

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_ \_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_ \_\_\_\_

I hereby agree to pay the fees for the above child on the date they fall due

Signed: \_\_\_\_\_

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

Preferred payment method:

Cheque	
Cash	

Payments in advance:

Weekly	
Monthly	
Half-termly	
Termly	

**Reviewed:**                      **September 2019**

**Next Review Date:**        **September 2020**