



Tavistock Road, Worle
Weston-super-Mare
BS22 6DH

T: 01934 516 052

admin@becket.n-somerset.sch.uk

www.becketprimary.co.uk

Pre School Terms and Conditions

Opening Hours

The Pre School hours for all day, morning and afternoon sessions are as follows:-

Morning	08.30 – 11.30
Afternoon	12.15 – 15.15
Full Day	08.30 – 14.30
Full Day	08.30 – 15.15 (£5.00 charge)

PLEASE NOTE: The £5.00 charge is **ONLY** if your child is staying **ALL DAY** until 3.15pm. This charge is for the 45 minutes from 2.30pm-3.15pm which falls outside of funded hours.

Sessions for 15 Hours Funding

Pattern 1	All day Monday, All day Tuesday, Wednesday morning	£5.00 charge for All day sessions ONLY if your child is staying until 3.15pm
Pattern 2	Wednesday afternoon, All day Thursday, All day Friday	£5.00 charge for All day sessions ONLY if your child is staying until 3.15pm

Sessions for up to 30 Hours Funding

Pattern 3	18 hours	3 full days of your choice	2.30pm-3.15pm £5.00 charge
Pattern 4	24 hours	4 full days of your choice	2.30pm-3.15pm £5.00 charge
Pattern 5	30 hours	5 full days of your choice	2.30pm-3.15pm £5.00 charge

Extra Session unfunded

3-hour Morning 8.30-11.30	3-hour Afternoon 12.15-3.15	6 hours All day 8.30-2.30	7 hours All day 8.30-3.15
£16.50	£16.50	£33.00	£38.00

Extra sessions and Lunches

If your child is staying with us for lunch, you must provide a packed lunch. We strive to provide our children with healthy snacks throughout the day and hope you will support us with this and provide a healthy packed lunch for your child.

Extra sessions can be booked providing there is availability. Lunches are only available for children who are attending **ALL DAY** not as an add-on to a morning or afternoon session

Fees and Invoices

Pre School fees are payable in advance on a **termly basis**, by Parent Pay or workplace vouchers. All non-funded sessions 'extra hour add on' sessions booked, must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments could result in the termination of the Pre School place and in such rare circumstances the parents will not be entitled to a refund of any fees paid.



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Attendance

Please be aware that if your child's attendance falls below 80% you may be in danger of losing the Pre School place.

Picking up and dropping off

We ask wherever possible to stick to the correct pickup and drop off time. Picking up and dropping off outside of the session times can be disruptive to the class.

Accidents and Illness

It is important for the Pre School to be notified if your child is to be absent. This can be done by phoning us on 01934 516052. We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Pre School to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home by a parent.

We may require parents to withdraw their child from Pre School if it is considered that the child is not well enough to attend, or if they are suffering from or have suffered from any contagious disease/infection and there remains a danger that other children at the Pre School may contract such a disease/infection.

In cases of diarrhoea and/or vomiting your child cannot return to the Pre School until they have been **symptom free for 48hrs.**

Termination / Cancellation / Change

We require one months' notice in writing should you wish to terminate a Pre School place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Pre School place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. If a parent wishes to change the number of sessions taken at Pre School, one terms' notice, in writing, must be given and a 'Change of Sessions' form must be completed.

Security

Under no circumstances will the child be allowed to leave Pre School with anyone unknown to the staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Pre School will require the name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival. A list of responsible adults who are authorised to collect the child should be provided. We will not tolerate Pre School staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Pre School place.

General Information

Parents are requested to inform the Pre School of any allergies (food, medicine). Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Pre School of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Pre School of any changes to all information kept in the Pre School.

Yours sincerely

The Early Years Team



*Together: everyone matters;
everyone succeeds'*