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## 0-3 Service Fee Paying Contract

### Term Time Only

**Childs Name:**

**Date of Birth:**

**Start Date**

Contact email address

Your child will be attending our 0-3 setting and has been allocated the following days and times:

Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

The sessions run from 8am – 1pm and 1pm – 6pm and we are open at least 51 weeks of the year.

We are open at 7.30 there is an additional charge for this

Fees and charges can be found on Appendix 1

### Booking a place

A non-refundable administration fee of £50 is required to book a place on our waiting list. You will be informed one month prior to your settling in period if your child has a place and will be invited for your first visit. If a place is not available you will be given the opportunity to remain on the waiting list or have your registration fee refunded.

**Parents Initials and date**

## **Payment of Fees**

Prior to the childcare starting you will meet with the manager or deputy of the setting to work out your fees and payment schedule.

You will receive a statement each week via email. Please be aware we use a computer based system and the statements you receive will include sessions booked to the end of the month.

Your fees can be paid either by cheque or cash at the school office or by setting up a standing order with your bank.

Any payment made must include our budget code 1E869R109 and your child's name, if these are not included please be aware that the payment will not reach our bank account.

We accept childcare vouchers from a variety of sources. This will be discussed on securement of place.

If your child is entitled to 2 or 3 year old funding you are required to fill in the relevant forms. The 2yr is paper copy and the 3 year an online tool once your funding has been agreed, the amount we receive from the Local Authority for your child, will be taken off your weekly bill. You agree to continue to register for the appropriate funding when required.

If you have a query in regards to your bill you must raise it within 14 days of receipt.

If you require a duplicate invoice there will be a charge of £10 per invoice to cover admin fees

## **Childcare Element of Working Tax Credits**

We understand that these claims can take a few weeks to process. If you are claiming Working Tax Credits we will support you to complete and submit the forms as soon as possible to avoid any delays. Fees must be paid on a weekly basis. Unfortunately, if your Working Tax Credits have not been processed you must still pay your fees by the "pay by" date.

## **Non – Payment of Fees**

If fees have not been paid for 2 weeks, you will be notified by letter that your child's place is at risk. If you have made a payment that has not reached our bank account you will be asked for evidence of this. If no payment has been evidenced you will be asked to meet with the manager of the setting to discuss the reasons for this and to agree an appropriate payment plan. If you

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default on the payment plan your child will be withdrawn from the setting with immediate effect. We will refer any debts to a debt collection agency, who will pursue the collection of the debt.

If your place is ended by Bridgewater due to non-payment of fees, the fees for the one month's notice which you are expected to give will be added to your final bill.

### **Requests for additional one off sessions and changes in days booked**

If you require any additional one off sessions to those stated above you may request this via an additional session slip available from staff. App 3

Please note that these sessions are not booked until you have received a signed confirmation slip from a senior member of staff and that there is a £5 per half day and £7.50 per full day charge added for additional sessions.

If you do not attend the additional session(s) which you have booked, you agree to pay for this session.

### **Absences**

You agree to pay for the duration your child is absent.

If your child is going to be absent, you must inform us as soon as possible. You agree to pay when your child is going on holiday and you must inform us in advance

### **Closure**

Ongoing training is an essential part of staff development and ensures that staff can continue to provide a high quality service for your child(ren). To allow the staff to participate in full team training, alongside colleagues within the rest of the service, we will close for 6 days per year, these will be set in the summer term for the next school year and you will be notified, in writing, of the exact dates.

The 0-3 setting may close between Christmas and New Year this will be based on need. You will be notified of the arrangements at least 2 months in advance.

The charges for training days have been taken into account when setting the fees and you will be charged for these days

If we close for any other circumstance which are out of our control such as adverse weather or problems with the building you will be informed as soon as possible. In such circumstance you will not be charged for the time the service is not provided

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## **Bank Holidays**

We will close for all bank holidays; If your child's session falls on a Bank Holiday you will still be charged for this session.

## **Notice of Termination**

If you want to end your child's place with us, one months' notice in writing is required. If you remove your child without this notice then one month's fees will still be charged. If Bridgewater terminates your child's place due to non-payment of fees, one months' notice will still be charged.

## **Contract changes**

Any permanent changes to your child's attendance pattern must be requested by completing the amendment form below Appendix 2 at least 2 weeks prior to the changes. Please note these may not be available and are not guaranteed until authorised by a senior member of staff.

All contract changes will incur a fee of £20 per change.

## **What your fees include**

Your fees include all meals, snacks and drinks for children once weaned. We will work with you during the weaning period and can provide a weaning diet if you require it. You must provide baby milk and bottles, nappies, wipes and any creams your child needs. Your child's key worker will remind you when you are running low on supplies. If you run out of nappies for your child we do not keep a supply, you will be contacted to either bring some in immediately or take your child home to change.

It is also useful if your child could always have a change of clothes with them.

## **Illness**

If your child becomes ill during their session you will be contacted by a member of staff. We follow guidelines from the Health Protection Agency. You will be advised by a member of staff about the length of time your child needs to be off nursery. If your child has sickness or diarrhoea they must be kept off for 48 hours following their last bout of sickness or diarrhoea.

If your child does not attend a session they are scheduled to attend due to sickness or holiday, you agree to pay for that session.

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### **Collection of Children**

Prior to starting you must complete a form which states who may collect your child from 0-3s. It is your responsibility to ensure that your child is collected on time by an authorised person.

If you are late in collecting your child you will agree to pay an additional fee as stated in App1. If staff are unable to contact any of the emergency contacts within 30 minutes of the expected collection time, staff will contact the emergency duty team at Social Services for advice on action to be taken.

### **Settling in Period**

As children are all different it is difficult to specify the number of sessions your child will need to settle in. We therefore ask that you allow a minimum of 1 week prior to your start date to attend some introduction sessions. For the first session you will be in the room with your child. For the second session we ask that you stay on the premises but not in the same room as your child. Your child's key worker will then work out an individual settling in programme. Your fees will start the day of the first full session your child attends.

### **Contract and Fee Review**

The contract and fees will be reviewed in the spring term each year by the governing body. You will be informed of any changes being made.

I confirm that I have read and agree the terms of this contract and have received a copy for my records.

**Parents Signature:**

**Date**

**Signed on Behalf of Bridgewater:**

**Date:**

**Parents Initials and date**

## **Appendix 1 – Current Fee’s until 31<sup>st</sup> August 2018**

### **Charges until 31<sup>st</sup> August**

#### **Sessions**

Morning Session 7.30am - 1pm

Afternoon Session 1pm – 6pm

Full Day 7.30 – 6pm

#### **Under 2s**

Morning session £24

Afternoon Session £22

Full day £46

Full week £230

#### **Over 2s**

Morning session £23

Afternoon Session £21

Full day £44

Full week £220

#### **Discounts offered**

10% for full time placement all year round contract.

10% for younger sibling.

We offer Term Time only contracts – parents can keep children off during school holidays with no fees or retainers to pay.

#### **Additional Sessions**

Additional sessions may be booked subject to availability at an additional cost of 10% per session.

We will consider shift pattern bookings subject to availability at an additional cost of 10% of your total bill.

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## **Term Time only Contract charges from 1<sup>st</sup> September 2018**

### **Sessions**

Morning Session 8.00 - 1pm  
Afternoon Session 1pm – 6pm  
Full Day 8.00 – 6pm

### **Additional charge for 7.30 start - £7 per session**

	Half day	Full day	Full week	Additional charges on top of 2 year and 3 year funding
0-2	£41.50	£64	£286	
2-3	£37.50	£59	£256	Worked out with staff session rate charged
3				Hourly rate of £5.50

### **Contract Changes - Please use the form in app 2**

All additional agreed changes £20 per change

### **Additional Sessions – please us the form in app3**

Additional sessions may be booked subject to availability at an additional cost.

### **Late collection charges**

There will be a charge of £10 per hour or part of an hour when children are collected late.

If you are late after 6pm there will be a charge of £30 per hour or part of hour. We need to pay staff overtime rates after 6pm and this charge is to cover the additional expense.

### **Payment plan charges**

There will be a charge of £20 for any default on agreed payment plans.

### **Parents Initials and date**

**Appendix 2**

**0-3 Service Fee Paying Contract- Amendment**

**Childs Name:**

**Date of Birth:**

**Start Date for changes:**

**Number of amendments to date.**

Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

I agree to the above changes to my child's contract and accept that the admin charges as stated below are due.

**All agreed changes**

**£20 admin fee per change**

Signed – Parent

Date

Signed – Bridgewater representative

Date

**Parents Initials and date**



**Appendix 3**

**0-3 Service Additional Session request**

**Childs Name:**

**Date of Birth:**

I would like to request the following additional sessions for my child.

I understand that the costs for this are stated below

**Booking fee of £5 per half day and 7.50 per full plus the cost of the session.**

I understand that once these are booked I am required to pay for the sessions even if my child does not attend.

Signed – Parent

Date

Signed – Bridgewater representative

Date

**Parents Initials and date**