



DUNKIRK PRIMARY SCHOOL

Nursery Fees Contract 2026

Nursery fees

- Nursery places will be confirmed by the School Office
- **Nursery fees will be paid via the Arbor App**
- Fees must be paid in advance, for example, February fees must be paid within 7 days of the invoice date.
- Our hourly rate is £7 an hour.
- Fees include:
 - Morning session 8.45am-11.45am- £21
 - Afternoon session 12.15pm-3.15pm - £21
 - Lunch care- 11.45am-12.15- £3.50
 - Full day 8.45am-3.15pm with 30 minutes of childcare - £47.00
 - Optional school dinner which is charged on Arbor- £2.80 or provide a packed lunch from home

There is a minimum requirement of either 2 full days or 4 half day sessions. However, 15 hours and 30 hours funding can be used towards these morning or afternoon sessions. Please note, your 15 / 30 hour funding can not be used to cover the cost of lunch.

Scheduling

- If you need to change your schedule, you must complete a "Change of Care" form four weeks prior to change
- We will endeavour to meet your requirements but we must adhere to the statutory requirements for staffing ratios and capacity
- When terminating the contract, please complete a "Change of care" form four weeks prior to your child's last day or billing will continue and you will be expected to pay for all debts applied to your account

Termination

- You may terminate your child's place at the nursery for any reason by giving us at least four weeks notice and completing the "Change of care" form. Fees remain payable during the notice period. If you withdraw your child during the notice period or fail to give the required notice, fees remain payable in lieu of notice
- We may immediately terminate your child's place at the nursery, and not refund to you the balance of any fees paid, if one of the following conditions is met:
 - o You fail to pay our fees within 30 days from the invoice date in accordance with this contract
 - o You display inappropriate, abusive or threatening behaviour towards staff
 - o You are persistently late in collecting your child by the official collection time as outlined in this contract

Opening hours

- We provide childcare between 8.45am and 3.15pm Monday to Friday
- We are open during term time only
- A school calendar is available on our website and from the school office for the exact term dates
- Your child must be collected by the end of your booked session
- You must immediately inform us if you are unable to collect your child by the official collection time
- If you are late, a late collection fee will be applied. Please see the late collection policy for information on late collection charges.



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Payment information

- Our fees are outlined in this contract, so you are notified in advance
- We will require a payment a month in advance to start (not applicable for current students)
- We will review our fees regularly. Any change in fees will be given with at least 6 weeks' notice
- You will be sent an invoice during the first week of each month. You will be charged for your child's standard sessions monthly in advance
- **Payment is made via the Arbor app**
- All sessions booked for must be paid for, regardless of whether your child attends. This includes all reasons for absence, such as holidays and illness. We have to cover the costs of staffing even if your child is away and it holds their place at nursery
- Please contact us as soon as possible if you anticipate any issues with payments or if you have concerns
- If payment is not received, we will contact you to arrangement payment as soon as possible. A payment plan can be put into place
- Invoices are payable within 7 days
- If you fail to make payment within 30 days from the invoice date, a £20 administration charge will be applied and your child's place may be terminated in accordance with this contract
- If the nursery has to close or we take the decision to close due to circumstances or events that are outside of our control (including but not limited to 'acts of God', epidemics or pandemic, acts of terrorism, extreme adverse weather conditions, interruption or failure of utility services, strikes or other industrial action, improper staff to child ratios) we are not required to provide alternative childcare facilities but you will not be charged for this session

Collection and premise

- We will require at least two emergency contacts, full names, relationship to the child and mobile phone numbers
- You must inform us of any changes to your, and your authorised contacts', contact details
- These details will be on the full admission form and kept securely at nursery
- You must keep us informed as to the identity of the persons who will be collecting your child
- If the person collecting your child is not usually responsible for collecting them we will require proof of identity and prior arrangement over the phone from the parent
- If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care
- Any person under the influence of drugs or alcohol will not be allowed to take the child home. Another named contact will be used
- Persons collecting your child from nursery must be 16 years or over
- Please do not bring dogs onto nursery site
- Smoking or vaping is not allowed anywhere on the school site, including the playground
- We are a mobile free Nursery. Please put mobile phones away during stay and read sessions and when dropping off and collecting your child.
- Verbal or physical abuse of staff, other parents or children will not be tolerated
- Failure to comply with the premises rules may lead to a ban from the premise or your child care contract being terminated

Personal Belongings

- We advise you to dress your child in practical inexpensive items of clothing, clearly labelled with their name
- We will make every reasonable effort to avoid loss or damage to your child's personal belongings however we will not be responsible for any loss or damage to such items
- Please bring nappies, wipes and spare clothes to nursery in a named bag. We have a limited supply of spares!
- **We love being outdoors in all weathers and will provide waterproofs and wellington boots**



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Dietary and Medical Requirements

- You must complete our standard admissions form prior to your child attending the nursery, detailing any dietary or medical requirements and any allergies, and immediately update us in writing of any changes
- You must complete a medical consent form if you require our staff to administer any prescribed or over the counter medicines to your child
- There is a separate form for any dietary needs, that we can share with Relish and school catering to meet your child's needs
- Please let us know of any specialised care or agency support your child has, so we can share information and meet your child's needs

Illness and Accidents

- You must not allow your child to attend the nursery if they are suffering from a contagious illness which could easily be passed on to another child. Please phone nursery to let us know this
- We will not be responsible for your child contracting any contagious illness whilst at the nursery
- If your child appears unwell during the day, we will contact you to collect them. If you are unable to collect them, other authorised contacts may be used
- We will inform you of all accidents at nursery via email
- In the event of an emergency, we will contact you immediately and your child will be taken to hospital and remain accompanied by a member of our staff until you arrive

Publicity

- From time to time we may photograph and video the children at the nursery. These images may be used for promotional purposes and may be shown in classrooms
- Permissions or otherwise, for this are included in the admission form

Complaints

- If you have any concerns regarding the services we provide, please discuss these with your child's nursery key worker. If your concerns have not been resolved to your satisfaction, please contact the Early Years Lead or Deputy Head Teacher for Abbey Campus
- We understand that there may be times when things don't run as smoothly as normal. If you are upset or angry about something, please speak to the Head teacher privately
- Do not approach another child or parent at nursery to try to resolve a problem yourself. Please inform a member of staff and leave it to them to sort it out. They will inform you of any action that is taken as a result of your concern in accordance with our relevant policies
- There is a complaints procedure available to you on the school website

Our offer to you.

At Dunkirk Nursery we will

- Welcome parents in school
- Provide a safe, welcoming, well ordered and caring environment
- Work to build a partnership, where school and home work together, to achieve the very best care and education for each child
- Demonstrate that every child is valued as an individual
- Inform parents about what we aim to teach your child
- Inform parents of their child's progress both informally and during parent's evening and school reports
- Support any additional needs your child may have



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- Have an "open door policy". All members of staff will make every effort to make themselves available to parents to listen to any worries or concerns and to address them
- Ensure safeguarding is taken very seriously and always maintain a duty of care to you and your child, reporting any concerns

In order to complete our admission process we will need certain documents. Your child will not be able to be in provision without them. We will need to take copies of:

- o Child's birth certificate
- o A copy of a court order, if your child is the subject of such.
- o A completed early years pupil premium form
- o Information if your child is in receipt of Disability Living Allowance

Please discuss session times with a member of the Nursery Team. The Nursery team will do their best to allocate your preferred times and will discuss these session times with you before your child starts.

Nursery Staff Use Only:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session					
Lunch care					
Afternoon session					
Full day					
Cost per day	£	£	£	£	£
				Weekly Cost	£

You will be charged for all sessions your child is booked in for, regardless of attendance, unless you have given a month's non-attendance notice.

By signing below, you indicate that you have read and agree to adhere to this contract

Signed: Please print name:

Acceptance signatures (Parents or Guardians)

Date:

Signed: Please print name: A. Challen

Acceptance signatures (Early Years Lead)