



Admissions Policy and Terms & Conditions

1. Inclusion and Equality

We operate an inclusion and equality policy and ensure that all children have access to childcare places and services irrespective of their gender, race, disability, religion, belief, or sexual orientation of parents.

2. Waiting List and Registration

We operate a free waiting list, and parents are encouraged to book early for places.

A deposit of £40 is required to secure a place once a booking can be confirmed.

For children with funded hours only, this deposit will be returned the term after the child has attended for half a term (6 weeks), in line with our agreement with Bromley borough funding.

Admissions are on a first-come, first-served basis with the following exceptions:

- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list.
- Siblings of children currently attending have the next priority.

A copy of the registration form will be emailed as confirmation. A print copy is available on request.

We will contact you the term before your child is due to start to arrange a pre-visit.

Prior to attendance, **parents must:**

- Provide a copy of your child's original birth certificate
- Complete and sign the parent contract
- Complete and sign all registration forms
- Return the contract and all forms to Mrs Fatma Da Silva

3. Notice Period

Funded Hours: No notice is required for funded hours; however, we request as much notice as possible. Your child may lose their funded entitlement if they have **three consecutive weeks** of absence in any term.

Non-Funded Hours: To cancel a place, you must give four weeks' notice in writing. Failure to provide the required notice will result in liability for four weeks' fees. If the place is filled by another child, only an administration fee of £25 will be charged.

4. Our Funded Offer and Charges

All settings registered to accept government funding must have a funded offer for 2, 3 and 4-year-olds.

All funded sessions align with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss your needs, and as far as possible, with availability and staffing arrangements, we will accommodate your wishes.

Our term time offers are:

	TF2YO* 570 hours per academic year	2YOW* 570 hours per academic year	3&4YO Universal 570 hours per academic year	3&4YO Extended* 1140 hours per academic year	We do not currently offer 3&4YO Extended
When:	Monday – Friday 38 weeks of the year	Monday – Friday 38 weeks of the year	Monday – Friday 38 weeks of the year	Monday – Friday 38 weeks of the year	
Offer:	9am-12pm x 5 days = 15hrs per week	9am-12pm x 5 days = 15hrs per week	<u>Option 1</u> 9am-12pm X 5 days = 15hrs per week <u>Option 2</u> 9am-1pm x 1 day 9am-2pm x 1 day 9am-12pm x 2 days = 15 hrs per week	9am-3pm x 3 days 9am-12pm x 2 days = 24 hrs per week	
Additional^^:	Hours over the funded 15 hours are charged at £8.70 per hour.	Hours over the funded 15 hours are charged at £8.70 per hour.	Hours over the funded 15 hours are charged at £7.50 per hour.	N/A	

*Eligibility code required. Session days and times are subject to availability.

^^ Additional hours are optional.

Eligibility for Universal Entitlement

Children whose 3 rd birthday falls between: 1st April and 31st August	Universal Entitlement available from <u>Autumn term</u> after child's 3 rd Birthday
Children whose 3 rd birthday falls between: 1st September and 31st December	Universal Entitlement available from <u>Spring term</u> after child's 3 rd Birthday
Children whose 3 rd birthday falls between: 1st January and 31st March	Universal Entitlement available from <u>Summer term</u> after child's 3 rd Birthday

5. Booking and Payment Terms

All sessions, government-funded or self-funded, **must be booked in advance**, and any changes or cancellations (notice to leave) must be made in writing with plenty of notice.

We offer ad-hoc sessions, which can be booked, if required, directly with the preschool manager or owner.

- These are charged as per our fee schedule and are subject to availability for the requested session.

- These sessions are chargeable and cannot be claimed from a child's free entitlement.
- Cancellations of Ad hoc sessions require one week's notice.

The fees for each term **must be paid before 5 pm on the last day of the previous term.**

For fees not received by the given deadline, a late charge of 10% of the outstanding invoice amount will be applied. Please note that if payment has not been received after two weeks of chasing outstanding fees or a payment plan agreed upon, we have the right to cease offering our services until payment has been received.

6. Withdrawals and Absence

If your child has already joined Bright Beginnings and you wish to withdraw for any reason, we require a **minimum of four weeks' notice, or you will be liable for four weeks' fees** in lieu of notice.

We cannot offer a fee refund if a child is absent due to sickness or a holiday. However, we can offer alternative days, subject to availability. In exceptional circumstances, a rebate may be considered on compassionate grounds.

If your child is unwell, we reserve the right to only accept them into the class once they are healthy. If we have any doubts about a child's fitness to return to school, we may request a medical certificate confirming they are well enough to attend and will not pose a risk to other children and staff members.

Although we will always do our best to resolve any behavioural problems with the cooperation of parents, we reserve the right to exclude any child whose behaviour is unacceptable to staff members or represents a risk to other children. If your child is excluded, we will refund fees for the unexpired period of the term on a pro-rata basis.

7. Changes and Termination

Once your child has started at Bright Beginnings, we will endeavour to give you at least 6 weeks' notice of any increases to our fees or changes to our session times or terms and conditions.

If through circumstances beyond our control, we are forced to close or relocate the school, we will make our best efforts to give you a term's notice.

8. Contact and Communication

Any notice that you are required to give us under these terms and conditions must be in writing and addressed to Mrs Fatma Da Silva. It is accepted via email at Brightbeginningspettswood@gmail.com.

I agree that Bright Beginnings Pre-School's owner, Mrs Fatma Da Silva, may contact me via the details supplied on the application and registration forms until I write and withdraw my consent.

Acknowledgement

I understand and agree to the terms and conditions outlined above.

Child's name	
Signed	
Name and relationship to child	
Date	