

## How do I pay?

You will receive an invoice charging for contracted sessions monthly in advance.

**Payment is due by the 1<sup>st</sup> of the month and must be paid in advance, before the sessions are taken.**

You can pay at the school office with cash or cheque (*made payable to Bristol City Council Schools General*), on-line through your own bank or by childcare vouchers.

*It is the fee payers' responsibility to ensure that payments are made by the due date, even in the event that an invoice is not received.*

*It is important that you identify your on-line or voucher payments, by adding your unique personal account number and the invoice number – beginning 1011 – as printed on the remittance advice at the bottom of the invoice. This will allow Bristol City Council to allocate your payments correctly.*

The school reserves the right to apply an admin fee for time spent identifying payments where the unique customer and school 1011 number have not been used.

**If you have any questions please contact the school office using any of the following contact details**

St Werburgh's Park Nursery School  
Glenfrome Road,  
St Werburgh's  
Bristol BS2 9UX  
Tel 0117 9030323 Fax 0117 3772363

Email [stwerburghsn@bristol-schools.uk](mailto:stwerburghsn@bristol-schools.uk)

**Acting Head Teacher Mandy Collier-King  
School Business Manager Jacqui MacFarlane**



## St. Werburgh's Park Nursery School



Building Foundations for Learning Together / Every Child as a Unique Individual /  
Being a Voice for Children, Giving Children their Voice

**Everything you need to know about paying for Day Care sessions for children aged 2 to 3 years**

*EduBase (ISI) – URN - 108902*

### What is Day Care?

Day Care is available in Purple and Red room for families of children aged 2-3 years who are not yet entitled to FEEE (Free Early Education Entitlement).

### Who can use it?

Day Care is intended as an inclusive and accessible service for parents and carers who are working or studying.

### What about lunch?

If your child stays all day please provide a packed lunch. Breakfast and a hot tea are provided and included in the sessions costs.

### How many Day Care sessions can I buy in?

A minimum of 6 core sessions or three full days per week. Subject to availability, you can request whichever days of the week suit you; there are a limited number of places available.

### Do I have to book and pay in advance?

Yes, please call at the office and ask for a **Request for Self-Funded Day Care** form.

The Business Manager will arrange to meet with you and when your sessions have been agreed you will be asked to pay a **£150 cash deposit** and complete the **Day Care Agreement**. This **must** then be signed by the fee payer(s).

### Can I change my sessions at a later date?

Yes, by completing a **Variation to Contracted Sessions form**. There is a £20 administration fee for each change to contracted sessions.

### What if I need to cancel a session?

It is not possible to cancel odd sessions. You will still be charged for your regular sessions if your child is unable to attend for whatever reason. A **Termination of Contracted Sessions form** is required if you no longer wish to access day care.

**AT LEAST 4 WEEKS NOTICE IS REQUIRED for VARIATION or TERMINATION to the ORIGINAL CONTRACT**

### How much will it cost?

Our up to date price list is on our website.

### What are the session times for day care?

<b>Breakfast</b>	(8am-8.45am) (.75hrs)
<b>Morning – Core Session</b>	(8am-11.45am) (3.75hrs)
<b>Morning (if Sib in Nsy Class)</b>	(8.45am-11.45am) (3hrs)
<b>All Day</b>	(8.45am-5pm) (8.25hrs)
<b>Afternoon (if Sib in Nsy Class)</b>	(12.30pm-3.30pm) (3hrs)
<b>Afternoon – Core Session</b>	(12.30pm-5pm) (4.5hrs)

### School Closures

In addition to the term time holiday closures, the school will closed for staff training and professional development for 5 days throughout the year. Please check the website ([www.stwerburghs.com](http://www.stwerburghs.com)) and regular newsletters and notices outside of your child's classroom.

You will not be charged for these days.