



Ysgol
Pen-y-Bryn
A Foundation School

Nurturing Healthy Ethical
Creative Ambitious Learners

Pre Nursery Pen-y-Bryn

(Provided by Nursery Plus Pen-y-Bryn)

Terms and Conditions
2025 - 2026

Please read, sign the back page and return to Pre Nursery Pen-y-Bryn.

Pre Nursery Fees 2025 – 2026

Pre Nursery Pen-y-Bryn is open to any child aged between two and three years of age.

Hours of opening are 8.45am – 3.00pm Monday to Friday, term time only.

Pre Nursery Pen-y-Bryn children should be dropped off at the Pre Nursery room only, not the school reception.

Fees

8.45am	-	12.30pm	=	£23
12.30pm	-	3.00pm	=	£17
8.45am	-	3.00pm	=	£40

Payment of fees

Sessions are booked in advance in half term blocks. A deposit will need to be paid before starting, this is calculated as two weeks of fees based on the sessions booked. This deposit will then be deducted from your final bills towards the end of the school year. Alternatively, this money can be held on your account for future school payments e.g. Nursery Plus. Accounts must always be maintained in credit, failure to meet payments due or maintain your account in credit will result in termination of the allocated place. Notice of half a term will be given before any fee increase comes into force. Please note, absence due to illness or holiday is still payable. Fees are payable at the beginning of each half term on immediate receipt of your bill.

Pre Nursery Pen-y-Bryn will operate an 'occasional day' booking policy. However, where possible parents are requested to give a week's notice if they need to book an occasional day. This is dependent on spaces.

Termination or cancellation of Pre Nursery place.

Pre Nursery Pen-y-Bryn requires four week's notice in writing if parents/carers wish to terminate a place for any reason. Parents will remain liable for fees throughout the period of notice to terminate. In the event that a child is withdrawn from Pre Nursery Pen-y-Bryn during this period of notice, fees will remain payable.

Changes to booked sessions.

Where possible, Pre Nursery Pen-y-Bryn will endeavour to accommodate occasional changes to booked sessions, at the discretion of the Pre Nursery manager, providing that staffing ratios are not compromised. A month's notice in writing is required to change the booked number of sessions, and parents would need to complete a 'Change of bookings' form.

Pre Nursery Pen-y-Bryn closure.

Pre Nursery Pen-y-Bryn is open Monday - Friday, term time only. (A list of term time dates is available on the school website's calendar or by downloading the school prospectus).

Responsibilities for personal property

Pre Nursery Pen-y-Bryn cannot be held responsible for damage or loss to property brought to Pre Nursery by you or your child. Pre Nursery staff will make all reasonable effort to ensure that children's belongings are not damaged or mislaid.

Children's clothing should be clearly labelled with their name please.

Insurance

Pre Nursery Pen-y-Bryn is fully insured by AVIVA. Full details are available upon request at the main school office.

Liability

Pre Nursery Pen-y-Bryn accepts no responsibility for any loss suffered by parents, caused directly or indirectly as a result of temporary closure of the Pre Nursery (eg. due to adverse weather or other unforeseen circumstance), or the non-attendance of your child to the Pre Nursery for any reason.(eg. sickness or family holiday).

Pre Nursery Pen-y-Bryn accepts no responsibility for children whilst they are in the care of their parents, ie. prior to registration at Pre Nursery and once collected at the end of the session.

Pre Nursery Pen-y-Bryn will not be liable to parents or their children for any monetary loss of any kind, for damage to the property of children or their parents, or for any loss resulting in a claim made by a third party or for any other indirect or consequential loss or damage of any kind.

All reasonable effort will be made to keep property of children or their parents in good order whilst on the Pre Nursery premises.

Liability for damage of property is excluded except where caused by our negligence.

Illness

Pre Nursery Pen-y-Bryn appreciates the needs of working parents, but we reserve the right to contact parents if their child becomes ill during Pre Nursery hours.

Parents may be required to withdraw their child from the Pre Nursery should they require medical attention, or if it is considered that the child is not well enough to attend Pre Nursery, or if there is reasonable cause to believe that they are or may be suffering from a contagious infection or disease and that this may be contracted by other children at Pre Nursery.

Pre Nursery Pen-y-Bryn accepts no responsibility for children contracting contagious infections or diseases. In the event of your child contracting a communicable disease please be guided by your doctor regarding incubation and exclusion periods.

Pre Nursery Pen-y-Bryn requests that parents inform Pre Nursery if their child is suffering from any illness, sickness, or allergies before attending Pre Nursery.

Please note, our policy after having sickness or diarrhoea is your child cannot return to Pre Nursery Pen-y-Bryn for 48 hours after the last episode.

Please note, Absence due to illness or isolation is still payable.

In the event of accidents, we reserve the right to administer basic first aid and treatment when necessary. Parents will be advised of all accidents and required to sign an accident form.

In the event of serious accidents requiring hospital treatment, all reasonable attempts will be made to contact parents, but should this not be possible, Pre Nursery Pen-y-Bryn is hereby authorised to act on behalf of parents and authorise necessary treatment.

Behaviour Management

Please refer to Pre Nursery Pen-y-Bryn / Nursery Plus Pen-y-Bryn's Behaviour Policy.

Pre Nursery Pen-y-Bryn may require parents to withdraw or remove their child from Pre Nursery in the event that a child's behaviour is considered disruptive or if a child displays inappropriate behaviour.

Pre Nursery Pen-y-Bryn expects that Pre Nursery staff are not spoken to in abusive manner, or experience threats from parents. Such behaviour will result in termination of a Pre Nursery place.

Security

Under no circumstances will a child be allowed to leave Pre Nursery Pen-y-Bryn with persons unknown to Pre Nursery staff unless the parents or carer have previously arranged this.

If parents have made alternative arrangements to those originally communicated to staff, they should advise Pre Nursery at the first instance in writing, giving the name, address and telephone number of the person permitted to collect the child. Proof of identity may be required on arrival at Pre Nursery.

A list of responsible adults who are authorised to collect the child should be submitted to Pre Nursery on registration.

Pre Nursery Pen-y-Bryn reserve the right to not permit anyone under the age of eighteen to collect a child from Pre Nursery, even with parent's permission.

General Information

Parents are requested to inform Pre Nursery Pen-y-Bryn of any changes to all information kept in Pre Nursery pertaining to their child.

Parents are required to inform Pre Nursery Pen-y-Bryn of any food, medicine, activity or other circumstance that may cause their child to have an allergic reaction.

Parents must provide written details of the severity of any allergic reaction and must continually update information held by Pre Nursery Pen-y-Bryn as to any changes to the condition.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the Parents and Pre Nursery Pen-y-Bryn. Any other understandings, agreements, warranties, conditions, terms or representations whether written or verbal, expressed or implied are excluded to the fullest extent permitted by law.

Pre Nursery Pen-y-Bryn reserves the right to update or amend these Terms and Conditions at any time. Six weeks notice will be given of any changes made.

Pre Nursery Pen-y-Bryn is operated by Ysgol Pen Y Bryn, Wentworth Avenue, Colwyn Bay, Conwy.

Signatures

Please sign below if you agree to these Terms and Conditions. This agreement should be signed by all parents accepting these terms (i.e. All parents who will be financially liable)

Print name

Date

Signature

Print name

Date

Signature