



Greatworth Pre-School

Registered Charity: 1160606

greatworthpreschool.co.uk

email: enquiries@greatworthpreschool.co.uk

making learning fun

Helmdon Road, Greatworth, Oxon. OX17 2DR Tel: 01295 713514

Terms and Conditions

Registration

A signed and fully completed application form must be received before a place can be considered. All full and part time sessions must fit in to the session times detailed in the prospectus. It is our priority to ensure that children settle well and begin to build up secure and strong relationships as soon as they start preschool. Therefore, children are required to be booked in for a minimum number of two sessions per week. We also offer a home visit if you feel your child will benefit from this before starting at our setting.

Fees and invoicing

It is our intention to make sure we charge reasonable rates to families from all sections of the community. We also review our session prices annually to ensure we are fair.

In order for us to offer high quality, flexible childcare it is important that our funding is guaranteed. It is, therefore, imperative that parents pay for childcare that they use when invoiced. All fees are payable monthly in advance, an email with the invoice will sent to parents.

Payments must be paid within 7 days of the stated date. If payments are not paid within 7 days a late payment notice will be issued which will incur a fee of £15.

Payments can be made in cash, cheque or directly into preschools bank account. Any charges arising from payment in un-cleared funds will be passed on to the parent/carer.

Session	Fee
Breakfast Club 8:00- 8:45	£3.50 includes healthy breakfast
3hr session AM-8:45-11:45 PM 12:30-3:30	£12.50 includes snack AM and PM
Lunch club 11:45-12:30	£3:50 (hot lunch £1.80 payable direct to Dolce)
Afterschool club 3:30-6:00	10.50 includes snack

Adhoc sessions are charge at a higher rate of 50p more.

Free entitlement

Greatworth Pre-school is registered with Northamptonshire County Council to provide the government funded free entitlement available to children from the start of the term after their third birthday :-

<i>A child born between:</i>	<i>Will be eligible to access the Free Entitlement for 6 calendar blocks from:</i>
<i>1st April to 31st August (inclusive)</i>	<i>The start of the Autumn funding period following their third birthday until statutory school age</i>
<i>1st of September to 31st December (inclusive)</i>	<i>The start of the Spring funding period following their third birthday until statutory school age</i>
<i>1st of January to 31st March (inclusive)</i>	<i>The start of the Summer funding period following their third birthday until statutory school age</i>

- We offer this entitlement through a 38 week contract which currently entitles eligible children to 15 hours of free funded education a week (507hrs over 38wks) or 30 hours of free funded education a week (1140hrs over 38wks) following the government guidelines for provision.
- Parents will be required to sign a contract at the start of each funding block stating the number of free hours they are going to access for the block. Children need to be registered with the setting prior to the head count day and have a completed contract in order for preschool to claim funding for them.
- We allow grant funding to be used to access full three hour morning or afternoon sessions. Grant funding cannot be used for lunch club or to fund part sessions.
- We also accept 2-year funded sessions with an eligible FCE2YR reference number.

Sessions

In consultation with parents, sessions are allocated at the end of a term for the following term. The potential to swap sessions once allocated is subject to availability through consultation with the manager.

Ad hoc, extra short notice sessions, including breakfast, lunch and afterschool club may be booked subject to availability with 24-hour notice as long as you are not in arrears for sessions already invoiced. Fees for extra sessions are 50p more than regular fees and will be invoiced with the next months' invoice.

Termination/cancellation of sessions

The notice period for withdrawing a child from Greatworth Pre-School or cancelling sessions is four weeks; parents sign this Terms and Conditions agreement on registering to this effect. Notice must be addressed in writing to the Accountant (Carla Stevenson) at the preschool address.

Late collection

Please note that it is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge a late fee of £10 after *five* minutes of the time that the child should have been collected. Following 30 minutes and no communication from the parent/carer the uncollected child policy applies.

Uncollected child

If a child is not collected at their expected collection time, we follow the procedures below:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

Security

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. We ask that parents ensure they close the external gates behind them.

Pre-School closure

Charges will be made for sessions when the preschool is unable to open due to circumstances beyond our control, e.g. extreme weather, flooding, snowing, etc. In extreme weather preschool will notify parents of any closing by 8am. We will consult with Greatworth Primary School to determine how safe the site and roads are as well as gaining information and going in line with

other local schools and early years settings within our local area. However, if severe weather is guaranteed, the Manager and Chair Person will consult with one another and have the final decision.

Charges are not made for Bank Holidays or when preschool is closed due to staff training.

Accidents and illnesses

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, every effort will be made by the Pre-School to contact parents but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will only administer prescribed medicines if parents complete a 'medicine consent form'; however, the first dose must be given at home and medicines must not be left on the Pre-School premises overnight. We will administer non-prescription medication, such as pain or fever relief (e.g. Calpol) if we feel a child needs to be given medication until they are collected by a parent or other adult that is authorised to collect. We are required written consent from the parent and only when there is a health reason to do so, **such as a high temperature** will staff administer the medication. It is at the discretion of the manager or deputy in the absence of the manager to decide whether or not to accept a child in to the setting and administer the non-prescribed medication.

We require parents to withdraw their child from Pre-school in the event that they may require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease. Greatworth Pre-School follow guidance from Public Health England by following the document, 'Guidance on infection control in schools and other childcare settings' (2014). We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the Pre-School. We reserve the right to contact parents at any time if their child becomes ill during normal pre-school hours.

Should your child pose a potential health risk to other children or staff then we have no option but to ask that you collect your child and keep them at home until a doctor declares no further risk.

Parents are required to inform Pre-School if their child is suffering from any illness, sickness or allergies.

Contacting preschool

If you need to contact preschool to report an absence or any other query, please do so via:

- Telephone 01295 713514
- Email enquiries@greatworthpreschool.co.uk
- Facebook message- Greatworth Pre-School

Please do not contact staff via personal contact details.

General information

- Please ensure that staff are informed of any changes in address, phone numbers and collection arrangements.
- If your child has an allergy parents must make staff aware of this and complete a Health Care Plan.
- When children have any medical needs parents must also make staff aware of this and provide prescribed medication that can stay at the setting and be administered when required. A Health Care Plan and a Parental Agreement document will be completed with the manager and parent.
- Session times are as follows:
Breakfast club 08:00am - 08:45am
*Morning session 08:45am - 11:45am
Lunch club 11:45am - 12:30pm
*Afternoon session 12:30pm - 15:30pm
After school club 15:30pm-18:00pm

*Funded if your child is entitled to the two or three year old funding.

- We have a "no mobile phone" policy. We ask that all parents and carers refrain from using their mobile phone when on the premises. This includes taking photos of the children in the setting. Please do not be offended if a member of staff asks you to put your phone away.
- Children must be collected promptly at the end of their session due to strict staffing and ratio purposes.
- Please ensure that you inform us if someone we do not know is going to be collecting your child at the end of the day. If a change arises during the day, please telephone preschool so that we can ensure staff are sending your child home with the correct person and to limit any upset for your child too.

Keep this copy for your records

Terms and conditions agreement

Please sign this page and return to pre-school

Agreement

We reserve the right to update/ amend these Terms and Conditions at any time.

I agree to the above terms and conditions.

Print name:

Signature:

Date: