

Totterdown Preschool

Terms and Conditions

@Harpers



Admissions

It is the intention of Totterdown Preschool to make our provision accessible to children and families from all sections of the community. Our admission policy operates in conjunction with our Valuing Diversity and Promoting Equal Opportunities Policy to ensure that it is applied in a fair and unbiased manner. Children may attend Totterdown Preschool when they are 2 years of age and stay with us until the term before their 5th birthday.

Registration Fee and Deposit

Once you have decided to send your child to Totterdown Preschool, you will be required to complete and sign a Registration Form and Terms and Conditions. Applications for places must be accompanied by a £35 non-refundable registration fee. We will also need to see the child's birth certificate.

In the event that a preschool place is not immediately available, then your child's name will be put on the waiting list. We arrange our waiting list on a first come, first served basis, whilst taking into account any siblings that may already attend as well as the length of time that the child has been on the waiting list.

Attendance

We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environments. If you wish to increase the number of sessions your child attends, you must notify the Preschool in writing and you will be advised as to the availability for your child.

Opening Hours

Our opening hours are as follows: Morning sessions run from Monday to Friday from 9.00-12.00, with the option of attending lunch club from 12.00-12.45. Full days also run from Monday to Friday from 9.00-3.00, with time given for the children to have their packed lunch. Totterdown Preschool will be open for up to 38 weeks of the year, term time only. This means that the Preschool will be closed on all bank holidays and all school holidays, as well as pre-arranged INSET training days for staff

Lunch

If children are staying at Totterdown Preschool for the whole day, they will need to bring in a packed lunch, in line with our Health and Safety Policy and our Healthy Eating Policy. Their lunch should contain a selection of healthy foods, with no nuts, fizzy drinks, sweets or chocolate bars.

A healthy snack and either milk or water is provided to each child in the form of a “rolling snack bar” each day. There is a choice of fruit and one other textured snack that the children may access after register has been taken. Water is available all day for the children to independently access and milk is also on offer during snack time. A member of staff oversees the snack bar and encourages children to be as independent as possible in pouring and choosing their snack. The children remove their photograph to show that they have had their snack and tidy away their plates when finished.

Fees and Payments

Totterdown Preschool fees are set at a competitive level in order to achieve and retain highly qualified staff, which include an Early Years qualified teacher, to provide high staff ratios and to maintain a sustainable and well-equipped setting. Totterdown Preschool welcomes Early Years Free Entitlement funding vouchers both the universal 15 hours and the extended 15 hours, as well as FEET funded children.

Any sessions that are above and beyond this free entitlement are as follows:

Charges are as follows:

A 3-hour morning session will cost £16.50 and a full day will cost £33

Lunch club at £4.15, only for morning children.

There will also be an additional consumable charge at £1 per day (this includes fruit, cooking, celebratory and festival foods etc as well as hygiene supplies and sundries). These charges are reviewed yearly.

Please be aware that lunch is included if your child is attending a full day session, however if you are adding lunch club onto a morning session then this is not included in funded hours.

We offer a sibling discount of 10% which is valid on all paid for sessions.

Fees for sessions and snacks are due every half term, in advance. By prior arrangement, fees can also be paid monthly. Fees will be electronically invoiced on the last week of every half term and payment should be made within 7 days of receipt of invoice. Fees should be paid via standing order, or if prior arrangements have been made, either by cash or by cheque. Fees for the first half term that your child starts, must be paid within 14 days of your child’s start date. If your child’s start date is within 14 days of starting, the payment must be made as soon as Totterdown Preschool has written to you to confirm the start date. Fees are payable by the parents/guardians, individually /and or jointly, who have signed and returned the terms and conditions and registration form. Fees are reviewed annually and are subject to change. We will provide written notice, of at least one half term if fees have to be increased.

Absences

All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from Totterdown Preschool, even if the absence is due to illness, holidays or other such reasons.

Non-Payment and late Fees

If fees are not paid as agreed, the Preschool will note the delay and ask for payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a specified date. In the event that payment is not received, Totterdown Preschool reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place. The Preschool also reserves the right to apply a late payment fee of £50 and reserves the right to pursue non-payment of fees in the small claims court and

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case by case basis the Preschool will negotiate payment in alternative monthly instalments.

Unpaid Cheque Fees

In the event of a cheque being returned to the Preschool account marked as unpaid, we will contact the parent/guardian of the child concerned and ask for an alternative payment to be made. Any charges that have been passed onto the Preschool by the bank will be included.

Late Collection Charge

You are required to inform the Preschool as early as possible if you are going to be late collecting your child; this is to ensure that sufficient staff cover can be arranged. If a child is not collected before the standard finishing time of a session, the Preschool reserves the right to charge a late collection fee of £3 per 15 minutes until the child is collected. Late collection charges are due for payment, when the parent/guardian is invoiced for the pre-booked sessions.

Local Authority Funding

The Preschool is approved to accept government Early Years Free Entitlement Funding for children aged three and four year olds, and FEET (Free Early Years Education for Two Year Olds). The Early Years Entitlement funding entitles a child to have up to 15 hours of free early years provision a week, for 38 weeks a year. The first term that your child is eligible, you will be asked to fill in an Early Years Free Entitlement Registration Form. We will need to see your child's birth certificate or passport as proof of identity and eligibility. You will also need to complete an Early Years Free Entitlement Declaration Form at the beginning of every term, stating the exact number of hours your child will be attending.

In addition to the above, any parent wishing to claim the +15 hours (30 hours) will need to provide their National Insurance number and eligibility code, which will need to be obtained through the government website. Please note that in the case of 30 hour funding parents will need to join the scheme in the previous term to starting Totterdown, as the funding is provided at the beginning of each new term (Autumn, Spring and Summer) and cannot be applied for once the term has commenced.

When a parental contract has been signed agreeing to take the free entitlement, the Preschool will get secure funding for a full term. Once you have signed a contract of

attendance, you will not be able to transfer the free entitlement payment to another day or provider for the duration of that term.

Termination or Cancellation

If you wish to remove a child from our setting, or want to reduce the number of sessions attended, parents/guardians must give at least half a term's notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the Preschool or not. Any postponements of the agreed start date for your child will require one calendar month's written notice, failing which fees will be charged from the original start date.

Child Illness

If children appear unwell when they arrive in the morning, the Preschool reserves the right to ask the parent/guardian to take them home. If, during the day, children appear unwell and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the Preschool reserves the right to contact you to ask that you collect your child, or send an emergency contact (as stated on the Registration Form) to collect on your behalf.

Where children have been prescribed antibiotics, parents/guardians are required to keep them at home for 24 hours before returning to the Preschool. If a child is prescribed antibiotics for a contagious infection, such as impetigo, slap cheek, wormsetc, you are required to keep your child at home until the antibiotics course is finished.

All parents are required to inform the Preschool if their child has been ill over the weekend or overnight before a session, and if they have been given any medication for the illness. Any child that is administered any paracetamol or ibuprofen prior to attending their session will be refused entry on the grounds that to be given medication the child must be unwell and therefore needs to be at home.

Any child who is sent home due to a high temperature will be asked to be kept at home for 24 hours after, so that they may fully recover.

You must also inform the Preschool if your child has any contagious illness such as measles or chicken pox, so the other preschool parents can be informed. We also ask that should your child be absent from Preschool that you telephone and leave a message, on the first absent day, stating your child's name, reason for absence and when you think they will be likely to return. We will follow up any non-informed attendance with a telephone call.

In the case that live headlice are detected then parents will be informed and children may be asked to be collected if live lice are found.

Exclusions

If your child has suffered from vomiting or diarrhoea we require that they be kept away from preschool for at least 48 hours and until they have had a meal.

You may also be required to withdraw your child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease or condition. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who have communicable diseases for the recommended time required.

The Preschool holds a list of communicable diseases and the incubation periods/exclusion times and will advise parents accordingly. The Preschool reserves the right to send home an unwell child or to refuse a child if we feel that they are unwell have been administered a painkilling medicine such as calpol prior to coming.

Removal

In extreme cases, and as a last resort, we may require you to permanently withdraw your child from the Preschool on grounds of a child's disruptive or inappropriate behaviour, if it is in the best interests of your child and/or other children who attend the setting. We will consult with you before making such a decision.

Abuse to Staff

Totterdown Preschool will not tolerate any form of bullying, harassment, intimidation or violence towards any member of staff. If a parent intimidates or acts in an aggressive manner towards a staff member, they will be asked to leave the premises immediately. This may result in the loss of your child's place at the Preschool. More serious incidents will be reported to the police for further action.

Liability

Totterdown Preschool accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the Preschool being temporarily closed or the non-admittance of a child to the Preschool for any reason.

Property and Belongings

Totterdown Preschool cannot be held responsible for the loss or damage to children's property, unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

Preschool Closure

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies, uncoverable staff illness) that means the decision has to be taken to close the Preschool. If the Preschool is obliged on these occasions to pay the staff, then the Preschool reserves the right to charge for any session which your child would have attended.

Disclosures

Totterdown Preschool needs to be informed about any medical and non-medical conditions, health problem, allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances or court order that may affect your child whilst in our care. Please ensure that such information is disclosed on your child's registration form. In addition, you are required to inform the Preschool in writing of any changes to the information held by us (eg, changes to emergency contacts, allergies, medical conditions, address etc).

Security

The safety of the children is our paramount concern. Under no circumstances will a child be allowed to leave the Preschool with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the Preschool will require the name and telephone number of the chosen person, as well as asking for the nominated password.

The Agreement

The Registration Form and these Terms and Conditions represent the understanding between Totterdown Preschool and the Parent(s)/Guardian(s). The signing of the Terms and Conditions, and the date that written confirmation of your child's place at Totterdown Preschool is issued, gives rise to a legally binding contract on the above terms between yourselves and Totterdown Preschool and constitutes commencement of the Agreement. Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn and possible court action, to recoup any money owed to the Preschool.

I understand the terms and conditions of Totterdown Preschool and agree to abide by them. I understand that the Preschool reserves the right to amend the Terms and Conditions from time to time and that I will be given reasonable notice of any such amendment.

Parent/Guardian 1

Print name _____

Signed _____

Date _____

Relationship to child _____

Parent/Guardian 2

Print name _____

Signed _____

Date _____

Relationship to child _____

Please ensure that the completed and signed Registration Form, a signed copy of the Preschool's Terms and Conditions and the registration fee of £35 (cheques made payable to I Can Preschools) are sent to:

Please return via email or drop in during opening hours only

**Totterdown Preschool
Harpers Scout Hut,
Harpers Recreational Ground,
Harpers Road,
Ash,
Aldershot,
Hampshire
GU12 6DA**

