

# Westborough Pre-School Terms and Conditions



## **Admissions:**

It is the intention of Westborough Pre-School to make our provision accessible to children and families from all sections of the community. Our admissions policy operates in conjunction with our Valuing Diversity and Promoting Equalities Policy to ensure that is applied in a fair and unbiased manner. Children may attend Westborough Pre-School when they reach 2 years of age. A child can remain with us until the term before his or her 5<sup>th</sup> birthday.

## **Registration Fee:**

Once you have decided to send your child to Westborough Pre-School, you will be required to complete and sign a Registration Form, a Consent Form and sign the Terms and Conditions. Applications must be accompanied by a £30 registration fee (no fee required for FEET children). A polo shirt uniform will be provided to your child when they start. Additional pre-school uniform items i.e. polo shirts, jumpers, sun-hats etc can be purchased on request.

In the event that a pre-school place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the Pre-School and the length of time a 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 environment. If you wish to increase the number of sessions your child attends, you must notify the Pre-School Manager in writing and you will be advised as to the availability for your child.

## **Opening Hours:**

Westborough Pre-School is open all day Wednesday to Friday. Our opening hours are as follows: Morning sessions run Wednesday to Friday: 9.00am to 12.00pm. There is a Lunch Club available on these days from 12.00 pm to 12.30pm. Afternoons sessions also run Wednesday to Friday from 12.30pm to 3.30pm. The Pre-School is open for 38 weeks per year, term time only. This means that the Pre-School is closed on all bank holidays and all school holidays.

## **Fees and Payments:**

Westborough Pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting. A standard rate of £16.50 per 3 hour morning or afternoon session will be charged for children who do not qualify for FEET funding or are not old enough to claim the Early Years Free Entitlement. A 30 minute daily Lunch Club is also available for children to attend which will be charged at £3.50 per session. Any child attending a full day must also attend Lunch Club. Any combination of attendance can be requested i.e. morning or afternoon only (£16.50), morning or afternoon with Lunch Club (£20.00) or a full day with morning, Lunch Club and afternoon (£36.50). The Pre-School does not charge any 'top up fees' – this means that all costs of attendance (morning/afternoon session and lunch club) can be paid for via FEE or FEET funding should your child be eligible. Any additional hours of attendance, over the 15 hours that you can claim, will be chargeable at the standard rate.

Fees for sessions and lunch clubs are due every half term in advance. Fees will be invoiced at the beginning of every half term (where funding does not apply) and payment should be made immediately and at least within 7 days of receipt of invoice. Fees can be paid via bank transfer, cheque or cash.

Fees for the first month your child starts, or part thereof, must be paid within 14 days before 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 the Pre-School 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 condition, registration form and consent form.

Fees are reviewed annually and are subject to change. We will provide written notice of at least one term if fees have to be increased for any reason.

### **Absences:**

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

### **Non-Payment of Fees:**

If fees are not paid as agreed, the Pre-School Manager 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 particular date. In the unlikely and unfortunate event that payment is not received, Westborough Pre-School reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place. The Pre-School also reserves the right to pursue non-payment of fees in the small claims court.

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 Pre-School Manager will negotiate payment in alternative instalments.

### **Unpaid Cheque Fees:**

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

### **Late Collection Charge:**

You are required to inform the Pre-School 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 finish time of a session, or after the optional Lunch Club, the Pre-School reserves the right to charge a late collection fee of £5 per 15 minutes until the child is collected. Late collection charges are due for payment immediately upon collection.

### **Local Authority Funding:**

The Pre-School is approved to accept government FEET funding for two year olds and the Early Years Free Entitlement Funding for children aged three and four years old. This 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 a 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.

Where a parental contract has been signed agreeing to take the free entitlement, the Pre-School will get secure funding for a full term, unless there are exceptional circumstances. Once you have signed a contract of attendance, you will not be able to transfer the free entitlement payment to another provider during the same term unless agreed by the Pre-School Manager.

**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 6 week's notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the Pre-School 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 during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the Pre-School 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 48 hours before returning to pre-school. If a child is prescribed antibiotics for a contagious infection such as impetigo, throat infection etc, you are required to keep the child at home until the antibiotic course has finished.

All parents are required to inform the Pre-School 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. You must also inform the Pre-School if your child has any illness such as measles or chicken pox, so the other pre-school parents can be informed.

**Exclusions:**

If your child has suffered from vomiting or diarrhoea we require that they be kept away from pre-school 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. 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 Pre-School holds a list of communicable diseases and the incubation periods / exclusion times and will advise parents accordingly. The Pre-School reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

**Removal:**

In extreme cases, and as a last resort, we may require you to permanently withdraw your child from the Pre-School 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:**

Westborough Pre-School will not tolerate any form of bullying, harassment, intimidation or violence towards any pre-school staff member. If a parent intimidates or acts in an aggressive way 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 Pre-School. More serious incidents will be reported to the police for further action.

**Liability:**

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

**Property and Belongings:**

Westborough Pre-School 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.

**Pre-School Closure:**

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the Pre-School. If the Pre-School is obliged on these occasions to pay the staff, then the Pre-School reserves the right to charge for any session which your child would have attended if the Pre-School had not been closed due to circumstances beyond its control.

**Disclosures:**

Westborough Pre-School needs to be informed about any medical and non-medical condition, 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 pre-school registration form. In addition, you are required to inform the Pre-School in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies, medical conditions).

**Security:**

Under no circumstances will a child be allowed to leave the Pre-School with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the Pre-School will require the name, address and telephone number of the chosen person, as well as proof of identity on their arrival. A password will also be required.

**The Agreement:**

The Registration Form, the Consent Form and these Terms and Conditions represent the understanding between Westborough Pre-School 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 Westborough Pre-School is issued, gives rise to a legally binding contract on the above terms between yourselves and Westborough Pre-School 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 Pre-School.

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| I understand the terms and conditions of Westborough Pre-School and agree to abide by them. I understand that the Pre-School 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  | Parent / Guardian 2          |
| Print Name: _____   | Print Name: _____            |
| Signed: _____   | Signed: _____                |
| Date: _____   | Date: _____                  |
| Relationship to child: _____  | Relationship to child: _____ |

Please ensure that a completed Registration Form, a signed copy of the Consent Form, a signed copy of the Pre-School Terms and Conditions and a non-refundable registration fee of £30 (no fee required for FEET Children) is sent to the below address. Cheques made payable to Westborough Pre-School.

**Westborough Pre-School, 27 Johnston Walk, Guildford, Surrey, GU2 9XR**