**Oatlands Pre-School**

**Terms and Conditions**

**PRE-SCHOOL PLACES AND BOOKINGS**

The Pre-School must receive a signed and fully completed registration form, registration fee and deposit before a place can be taken up.

**SHOW-AROUNDS AND WAITING LISTS**

We advise that all parents have a show-round at the Pre-School before making a decision to start with us. At the end of your visit you will be given a form to complete if you wish to add your child to the waiting list.

We operate a waiting list system based on the date of enquiring and the age of the child upon joining the pre-school, in order to ensure a balance in the ages of the children attending and to secure the financial viability of the Pre-School. Should any places become available during the course of the term, we will offer extra sessions to children already attending the Pre-School. We have a separate waiting list for this. If we still have availability, we refer to the date waiting list and offer places based on the required balance of ages of children attending and the financial needs of the Pre-School.

**ADMISSIONS**

We have one intake a year in September. At other times during the year, we suggest you telephone towards the end of the term before the one you wish to start to see if there is any availability. There is no guarantee of availability. However, if you wish to secure a place, then fees would need to be paid from the September in the school year you wish to start. The minimum amount of sessions that a child can do on acceptance of their place is 2. Therefore, if you were securing a place to start later in the school year, you would need to pay for the minimum amount of 2 sessions from the September.

**MINIMUM AGE**

Minimum age for attendance is 2 years old. These children will be offered 2/3 sessions per week from 9am-12pm. The children over 2 years 6 months will be offered between 2-5 sessions. They can attend Lunch club from 12pm-1pm if requested and ready. This can be arranged and paid for termly in advance or on the day on an ad hoc basis for flexibility.

**FUNDED CHILDREN**

Funded children (i.e. Children who have turned 3 in at least the term before) must sign up for a minimum of 2 sessions, 9am-1pm. Government funded hours are between 9am-12pm only, to a maximum of 15 hours per week. A fee is payable for the additional hour per day (12pm-1pm). This will be £8 per hour from September 2018. You will be asked to sign a Parental Declaration Form to confirm you understand the consequences of taking up the local authority entitlement with us.

**REGISTRATION FEES AND DEPOSITS**

When your child is offered a place at the Pre-School, you will be asked to secure the place with a £50 non-refundable administration fee. During the year in which your child is due to start the Pre-School, you will be invoiced for a deposit of £100. This amount will be deducted from your first term’s fees. However, if you withdraw your child’s place, this £100 is non-refundable. Full payment is due before your child’s first session each term. With prior arrangement, this payment may be split in two, making a payment for the half term’s fees before the start of each half term.

Please note that neither the administration fee nor the deposit is refundable in any circumstances if you decide to withdraw your child at any time.

**FEES**

As at September 2018, our hourly rate will be £8.00. We review our fees annually although this does not necessarily mean there will be an increase. We ask fees to be paid by bank transfer or cash. We do accept childcare vouchers. However, we only accept two payments per term (exact amounts only as no refunds can be given). Our bank details are as follows:-

Oatlands Pre-School

Santander Account Number: 05734375

Sort Code: 09-01-29

Unique Reference: Your Child’s initial/surname and date of birth

New starters will automatically be given two settling in sessions once they start with the pre-school. These will be for one hour for two days. The normal charge for the full session will still apply. Any subsequent necessary settling in time will also still be charged at the full session rate.

**FREE EARLY EDUCATION FOR TWO YEAR OLDS**

**(FEET FUNDING)**

We are an approved Early Years provider for those eligible for Surrey’s 2-year-old funding scheme. Parents will be given full details of the Government criteria to ascertain whether they are eligible for 15 hours funding. If a child is eligible, a referral is made by either a health visitor, local childrens’ centre, childcare provider, home start, social worker or health professional in early years will be made to the FEET team. Funding can be applied for the term before a child's second birthday, but it won't start until the term following their birthday**.**

**15 HOURS FREE ENTITLEMENT**

Funded children (i.e.: Children who have turned 3 in at least the term before) must sign up for a minimum of 2 sessions, 9am-1pm. Government funded hours are between 9am-12pm only, to a maximum of 15 hours per week. A fee is payable for the additional hour per day (12pm-1pm). (This is paid irrespective of whether your child stays for lunch or not). You will be asked to sign a Parental Declaration Form to confirm you understand the consequences of taking up the local authority entitlement with us.

For further information on the offer criteria please contact our Administrator, Christine Collard.

No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of your pre-school place and in such circumstances, you will not be entitled to a refund of any fees.

**OPERATING HOURS AND COLLECTION**

Term Time Only Monday to Friday

09.00 to 12.00 with Lunch Club from 12.00 to 13.00

Please collect your child promptly from Pre-School. If another adult is collecting your child, please let us know. If the person collecting is unknown to us, we would ask you for a previously set up password. However, it is beneficial to us if you can e-mail a photograph of the person collecting.

If for any reason you are held up and cannot get to pre-school to collect your child, if no contact is made by 1.30pm the relevant authorities will be informed.

**PRE-SCHOOL CLOSURE**

If for any rare reason the Pre-School cannot open for a session, you will be informed by email as soon as possible.

**BEHAVIOUR MANAGEMENT**

The Pre-School has a Behaviour Management Policy. The Pre-School expects all staff to be respectful in their interactions with parents/carers. We will not tolerate Pre-School staff being spoken to in an abusive or threatening manner by parents or carers. Such behaviour may result in the termination of a Pre-School place.

**INSURANCE**

We have extensive Insurance cover - full details of the Insurance is available upon request.

**PERSONAL PROPERTY AND BELONGINGS**

We cannot be held responsible for any loss or damage to childrens’ property. Every reasonable effort will be made by the Pre-School staff to ensure the childrens’ belongings are not lost or damaged. We do advise against bringing in their own personal toys from home. We do expect the children to wear our uniform which can be purchased from the office. It is the parents’ responsibility to name and clearly label all items of clothing.

**UNIFORM**

We expect our children to wear our current uniform which is available from the office.

**JEWELLERY AND SHOES**

No jewellery is to be worn to Pre-School including necklaces, bracelets and earrings. However, studs are acceptable. If a child comes to pre-school in wellington boots, they must change into suitable shoes to wear during the session. No open-toed sandals or Crocs can be worn for safety reasons.

**WITHDRAWING/TERMINATION/CANCELLATION/CHANGE**

Half a term’s written notice (e-mail is acceptable) is required if you wish to take your child out of the Pre-School. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a pre-school place with immediate effect if any fees are not paid by the due date. If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form. If a parent wishes to reduce the number of sessions taken at Pre-School, half a term's notice, in writing (e-mail acceptable), must be given, otherwise they remain liable for the original amount of days accepted.

**LIABILITY**

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the pre-school being temporarily closed or the non-admittance of your child to the Pre-School for any reason, this applies to absence due to sickness and holidays. We accept no responsibility for children whilst in their parents care on pre-school premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents’ property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours to keep parents and / or childrens’ property in good order. Liability for damage of such property is excluded except where caused by our negligence.

**ACCIDENTS AND ILLNESS**

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. Parents will be required to sign an incident form if they arrive at Pre-School with an injury that has occurred prior to their attendance.

We may require parents to withdraw their child from pre-school in the event that that the child is not well enough to attend. We may also ask parents to withdraw their child from pre-school if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the pre-school may contract such a disease/infection.

We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the pre-school if their child is suffering from any illness, sickness or allergies before attending Pre-School. Our Welfare Officer will complete any care plans needed in respect of allergies.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Pre-School hours.

As stated in our policy, children must not return to pre-school until at least 48 hours have passed from their last bout of sickness and/or diarrhoea.

**SECURITY**

Under no circumstances will a child be allowed to leave Pre-School with anyone unknown to pre-school staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Pre-School will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Pre-School plus an agreed password. A list of responsible adults who are authorised to collect the child should be given to the Pre-School Manager.

**GENERAL INFORMATION**

Parents are requested to inform the Pre-School of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the Pre-School of any changes/progress to the condition, in writing, when they become aware. Our Welfare Officer must be informed of any of this information.

Parents are requested to inform the Pre-School Manager of any changes to any information kept at Pre-School.

**AGREEMENT**

These Terms and Conditions represent the entire agreement and understanding between the parents and the Pre-School. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. Two months’ notice will be given of any changes made.

Child’s name:

Parent’s name:

Signature

Date: