

Please retain for future
reference



Fladbury Pre-School Terms and Conditions

Church Street
Fladbury
Worcestershire
WR10 2QB

Tel: [01386 860301](tel:01386860301)
Email: office@fladbury.worcs.sch.uk
Website: www.fladbury.worcs.sch.uk

**Admissions:**

It is the intention of Fladbury First Pre-School to make our provision accessible to children and families from all sections of the community. Children may attend Fladbury First Pre-School from the beginning of the term in which they reach age 3. A child can remain with us until the term before his or her 5th birthday.

Registration Fee:

Once you have decided to send your child to Fladbury First Pre-School, you will be required to complete and sign a Parent Declaration Form, an Admission Form and sign the Terms and Conditions. Applications must be accompanied by a £25 registration fee which will be used to provide your child with a sweatshirt, a Pre-School polo shirt and a book bag for when they start. Additional pre-school uniform items i.e. sweatshirts, 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 who will issue you with an "increase in hours slip" and you will be advised as to the availability for your child.

Opening Times and Fees and Payments:

We believe Fladbury First Pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting. Our core opening times follow Fladbury First School hours of 8:50am - 3.20pm.

We offer flexibility within these times; morning sessions from 8:50am - 11.50am and afternoon session 12.30pm - 3.20pm. There is also a morning session with lunch option available from 8:50am – 1:00pm and an afternoon session with lunch option available from 11:50am to 3:20pm.

Any combination of attendance can be requested i.e. morning or afternoon only, morning or afternoon with lunch or a full day with morning, lunch and afternoon. Any additional unfunded hours outside the universal 15 or 30 can be added at an additional cost.

Fees for sessions will be invoiced every half term in arrears (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 by Childcare Vouchers or by BACS. Fees for any additional hours requested above your child's normal hours will be added to your invoice.

Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the terms and conditions, Parent declaration form and Admission form.

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

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because Pre-School staff attends the teacher training days and the training received directly benefits our pre-school children. Pre-school opens 39 weeks of the year and receives funding for 38 weeks to take this into consideration. Fees are also applicable if the school is closed due to circumstances beyond our control e.g. adverse weather or a local emergency.

Snacks and drinks:

Children have access to water throughout our sessions. Free milk is available at snack time. We ask parents/carers to pay a voluntary contribution of 50p per session as an additional services charge. This enables us to provide a varied range of snack items, fruit vegetables, toast, bread sticks etc. This also covers the cost of cooking sessions and play dough ingredients. Once you have signed up to this it will be added to your invoice.

Lunch:

Hot and cold lunches, provided by Pershore High School, are available every day. They must be purchased in advance online; the cost is £2.41. Alternatively, your child should bring a pre-packed lunch in a marked container. Food hygiene best practice advises that all lunch boxes should have an **"ice pack"** in the box to keep the lunch at the correct temperature. In line with our school's Healthy Eating policy we ask that you refrain from sending sweets, biscuits or chocolate desserts at lunchtime. We recommend yoghurt or fruit. If your child has any specific dietary requirements please inform us.

Absence:

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 Local Authority 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, Fladbury First Pre-School reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place.

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/ Head Teacher will negotiate payment in alternative instalments.

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 lunch, then the pre-school reserves the right to charge a late collection fee of £5 per hour or part thereof until the child is collected. Late collection charges are due for payment immediately upon collection.

Local Authority Funding:

The Pre-School is approved to provide government Free Early Years Education Places 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 complete a Parent Declaration Form, stating the exact number of hours your child will be attending. We will need to see your child's birth certificate or passport as proof of identity and eligibility.

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.

From September 2017 **30 funded hours** per week can be claimed for 38 weeks of the year for 'Working Parents' who qualify under new guidelines. Visit www.gov.uk for more details. These **30 funded hours** need to be applied for online and Parents will be given an eleven digit code to give to the setting of their choice. We are flexible in how you can use this **30 hour funding**. If you wish your child to attend more than their funded hours you can top this up at a cost of £5.00 per hour during the Pre-school day, or using our additional wraparound care.

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 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 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.

The pre-school requires all parents to inform us 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.

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.

Liability:

Fladbury First 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:

We cannot be held responsible for the loss of 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:

We need to be informed about any medical and non-medical condition, health problem, and allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care. In addition, you are required to inform the nursery 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 an agreed password form Parent/carers. All children should be signed in and out of the pre-school every time they attend.

Behaviour

At Fladbury we have a limited number of simple rules which we expect every child to adhere to. These are developed to protect not only your child but also the development and health of the other children. Emphasis is placed on the feelings of others and children are encouraged to respect one another and the adults with whom they come into contact.

Equal Opportunities

At Fladbury Pre-School we work diligently to ensure the equality of opportunity for every child. We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural and religious traditions of every individual.

Complaints procedure

Any complaint or concern should be directed immediately to the Pre School Manager. We take every concern very seriously, however, should you not be entirely happy with the outcome please discuss the situation with the Head Teacher.

FLADBURY PRE-SCHOOL TERMS AND CONDITIONS AGREEMENT

The Agreement:

The Parent Declaration Form, Admission Form and these Terms and Conditions represent the understanding between Fladbury First 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 Fladbury First School Pre-School is issued, gives rise to a legally binding contract on the above terms between yourselves and Fladbury 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.

Please ensure that your Parent Declaration Form, Admission forms, a signed copy of these terms and conditions and a registration fee of £25 (in cash) are sent to:

Fladbury CE (Aided) First School
Church Street
Fladbury
WR10 2QB

Please sign and return the slip below to school, *with payment*, to secure your place:

Child's name _____

I accept the terms and conditions of Fladbury First Pre-School.

I enclose the registration fee of £25 cash and I understand that my child will receive a book bag, Pre-School polo shirt and school sweatshirt on receipt from the School Office.

Signed _____ (Parent / Guardian)

Date _____

Revised September 2022