



# St Matthews Pre-School Group

## Parent Contract & Terms and Conditions

August 2023

*This document outlines the Parent Contract and Terms and Conditions held between the parent and Pre School.*

| Date        | Task            | Name        | Position           |
|-------------|-----------------|-------------|--------------------|
| August 2023 | Notice Created  | Louise Moye | Pre-School Manager |
| August 2024 | Notice Reviewed | Louise Moye | Pre-School Manager |



## **NOT 004 Parent Contract & Terms and Conditions**

### **Admission:**

All children aged 2, 3 and 4 years are welcome to join our setting. You will need to complete a registration form and provisional booking form. You will receive a confirmation of place and your child's place will be secured upon payment of a £35 admission fee.

### **Admission Fee:**

Applications must be accompanied by a £35 Admission fee. As part of the admission fee a book bag will be provided to your child when they start. Additional uniform items can be purchased upon 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. For our September intake the waiting list will be followed in strict order of receiving your child's Admission form. The Admission fee is non-refundable if the place request is withdrawn for any reason. In the case of a place not being available the Admission fee will be refunded.

### **Attendance:**

We 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 by email or on the EY Works App and you will be advised as to the availability.

### **Opening Hours:**

Monday to Wednesday: 8.45am to 3.15pm.

Thursday: 8:45am to 12:15pm.

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 school holiday dates (we try to match this with St Matthews CE Primary School where possible).

### **Staff Training:**

For up to 3 days per academic year the Pre School will be closed for staff continuous professional development training.

### **Fees and Payments:**

Our Pre School fees are set at a competitive level in order to maintain a sustainable and well equipped setting. Additional hours not covered by the Early Education Entitlement are charged at our standard rate. A full list of charges can be found on the Pre School website and are also available from the Pre School Finance team. We accept Childcare Vouchers and Tax-free Childcare payments.



Fees are due every month in advance and payment should be made within 28 days of receipt of the invoice and by the payment due date shown. Late payments will incur an automatic fee of £50. Fees can be paid via bank transfer, childcare voucher schemes or tax-free childcare. Other payment methods can only be used with prior agreement by the Finance team and will be subject to an additional charge due to bank processing charges incurred by the Pre School. Fees are payable by the parents/guardians, individually and/or jointly, who have completed the Admissions Form, Parent Contract and Terms and Conditions. Fees are reviewed annually and are subject to change. We will provide written notice of at least one month if fees are 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:** In the unlikely and unfortunate event that payment is not received, or if fees are not paid as agreed, or if payment is not forthcoming by a particular date the Pre School reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place. We are committed to treating every child fairly and will never discriminate against any child due to their parent or guardian's inability to pay fees genuinely. However, in cases where genuine financial hardship cannot be demonstrated, we will actively pursue full payment of fees from the parents. Our aim is to collect outstanding fees efficiently while maintaining a supportive and understanding approach to families facing financial difficulties.

#### **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. We have to vacate the pre-school premises by 3:30pm and are not covered for insurance purposes after this time. Any child not collected on time on more than 3 occurrences will be charged at a rate of £10.00 per child after an initial 5-minute period. All occurrences over 15 minutes late will incur a charge of £15 per child. Late collection charges will be invoiced and require immediate payment.

#### **Cancellation / Changes to Sessions:**

A half terms written notice is required if you no longer require the place, if you wish to withdraw your child or make changes to your child's session days. Increased sessions will be allocated according to spaces available and wait lists.

#### **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.



### **Liability:**

The Pre School accepts no liability for any losses 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. We accept no responsibility for children whilst in their parents care on Pre School premises.

### **Personal Property and Belongings:**

The Pre School cannot be held responsible for any loss or damage to any parents, carers or child's property or belongings. Every reasonable effort will be made by the Pre School staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, book and equipment are left at home unless requested by Pre School / necessary to settle the child during their first weeks (i.e. Small comforter). Parents are requested to send their children in, in clothes and shoes suitable for play and painting. Jewellery and flip flops etc. restrict a child's movement and can present a risk of injury.

### **Pre-School Closure:**

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, building being used a polling station, medical emergencies) that means the decision has to be taken to close the Pre-school. The Pre-school is obliged on these occasions to pay the staff and 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.

### **Visits/Trips:**

These will be charged separately and the Pre-school will be closed on these occasions. Parents/ Guardians are expected to accompany their child/ren on visits or trips to places of interest. There will be no refund of fees for the sessions that would have taken place that day.

### **Disclosures:**

The 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 enrolment 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).

### **Child Illness:**

In order to control the spread of infection the Pre-school reserves the right to contact you to ask that you collect your child if they appear unwell during the day, or to contact an emergency contact (as stated in the Enrolment form) to collect on your behalf. It is our policy that unwell children need to be at home in



order to recover from illness; this includes both infectious and non-infectious illness. All parents are required to inform the Pre-school if their child has been unwell over the weekend or overnight before a session and if the child has been given medication.

**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 be required.

**Abuse to Staff:**

The 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.

**The Agreement:**

The Admission Form and the Parent Contract & Terms and Conditions represent the understanding between the Pre School and the Parent(s)/Guardian(s). The signing of the Parent Contract & Terms and Conditions gives rise to a legally binding contract on the above terms between yourselves and the Pre School and constitutes commencement of the Agreement. Any breach of the Parent Contract & Terms and Conditions will result, if necessary, in your child's place being withdrawn.