

TERMS AND CONDITIONS

Preschool Places and Bookings

A signed and fully completed application form must be received before a place can be considered. All full and part time sessions must fit in to the session times detailed in the prospectus. Holiday club sessions must be booked separately by completing a Holiday club form.

Registration Fee

A £25 non-refundable registration fee is required to be added to the waiting list, This is payable at time of registration.

Fees and Invoicing

Fees are billed in advance on a month by month basis (with government grant reductions applied if appropriate). Bills must be paid by the payment dates indicated on the bill. If paying in full the payment should be made by the first instalment date. We reserve the right to charge late fees of £5 per week for any instalments not made by the payment dates. Payments may be made by cash, cheque, internet-banking or employer childcare vouchers. Continual failure to meet payments may result in the termination of the Preschool place. In such cases, the parent remains responsible for all outstanding fees. Please note all sessions, including those which fall on bank holidays during term time, will be charged. Out-of-term sessions are billed separately and payable on booking. Any one off extra sessions are billed separately and payable on receipt of invoice.

Other than if we are in breach of these Terms and Conditions, all sessions that have been booked will be included in your bill, even if your child misses a session due to illness or holiday.

Late Collection of Children

Please note that it is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge £5 per quarter of hour to cover our costs, as staff may have to be paid overtime.

Preschool Closure

The Preschool is open as specified in the prospectus. The Preschool is closed on bank holidays and for one week over Christmas.

Termination/Cancellation Change

We require one month's written notice should you wish to terminate a preschool place for any reason. Parents remain liable for fees throughout the notice period. We reserve the right to terminate a Preschool place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behaviour. In all other cases, one month's notice will be issued in writing should we wish to terminate a Preschool place for any reason.

Behaviour Management

The Preschool will not tolerate staff being spoken to in an abusive or threatening manner. Such behaviour will result in immediate termination of a Preschool place.

Liability and Insurance

We have extensive insurance cover - full details are on display in the waiting room.

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged.

We accept no responsibility for children whilst in their parents' care on Preschool premises.

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 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 if the Preschool had not been closed due to circumstances beyond its control.

Accidents and Illness

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form.

For accidents of a more serious nature, involving hospital treatment, every effort will be made by the Preschool to contact parents but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will only administer prescribed medicines if parents complete a 'medicine consent form'; however, the first dose must be given at home and medicines must not be left on the Preschool premises overnight. We require parents to withdraw their child from Preschool in the event they require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease. We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the Preschool. We reserve the right to contact parents at any time if their child becomes ill during normal preschool hours.

Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk.

Parents are required to inform Preschool if their child is suffering from any illness, sickness or allergies.

Security

Under no circumstance will a child be allowed to leave Preschool with anyone unknown to Preschool staff unless the Parent has made previous arrangements. A list of responsible adults who are authorised to collect their child should be given to the Preschool Manager along with the password.

General Information

Parents are required to inform Preschool of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or allergy. Parents must provide full details, in writing, of the severity of the reaction and must keep the Preschool informed of any change to the condition.

Agreement

We reserve the right to update/amend these Terms and Conditions at any time with one months written notice.