

# Carey Hall Preschool

## Terms & Conditions

We believe this standard Terms and Conditions reflect the custom and practice of private preschools providing sessional day care. The rules and regulations about notice and payment of fees are designed to promote stability, assist forward planning and ensure the resourcing of our preschool. These Terms and Conditions do not affect your statutory rights.

To enable us to provide and maintain the highest standard of care, we require all our parents to fully understand and abide by the following;

- To register your child at the preschool, a waiting list fee of £40.00 is payable for each child registered together with a deposit of £100.00.
- The £100.00 deposit is refundable against the last month's fees and where the child will be leaving Carey Hall Preschool to attend a school setting at reception level OR where the 4 week notice period has been given. The deposit will be non-refundable where the child will be leaving for another nursery setting and/or before they reach reception level where the 4 week notice period hasn't been given.
- Once the place is confirmed, we require 4 weeks written notice during term time should you wish to withdraw your child from the preschool or reduce the number of sessions that your child is attending. All monies will be paid at the current rate until your end date, which should be at least 4 weeks from notification of leaving. If notice is provided outside term time the same 4 week period applies.
- Our preschool offers a limited number of places subject to availability. If you are entitled to funding and you choose to have less than 15 hours you will not have priority on our waiting list. We offer our funded places subject to availability. Those who are not eligible for funding will have to pay our hourly rate of £11.00.
- All our places in the preschool are subject to availability.
- All fees are payable four weeks in advance. Fees continue to be payable during periods of absence, including sickness, holidays, inset days and public/bank holidays. This applies to non-funded children only.
- Funding is payable over 38 weeks a year (term time only) up to a maximum of 30 hours a week.
- We are able to access funding from the term that a child turns two if they are eligible for funding from 9 months old (working parents funding only). We only admit children into our setting from a child's 2<sup>nd</sup> birthday. 30 hours funded entitlement children are eligible the term after their 3<sup>rd</sup> birthday.
- Terrific Twos children must meet the governments eligibility criteria and if the criteria is met they will be eligible from the term after their second birthday.
- The preschool does not accept responsibility for accident, injury or loss of property. The preschool have all the legal insurances in place and these are available for all parents to view.
- If your child becomes ill during a session the manager will contact the parent/guardian on the emergency number provided on the completed registration form.
- If your child is suffering from a contagious illness, your child should not attend the preschool until the infection has fully cleared. We may ask for verification from your doctor or health care professional. If your

child has sickness and/ or diarrhea then we will ask you to abstain from bringing your child/ren to preschool for 48 hours from last sickness and/or diarrhea.

- Parents/Guardians are required to notify the preschool Manager if your child is absent from playgroup because of sickness/ illness.
- If your child/ren is/are absent for longer than two weeks, we as a setting must inform the engagement and brokerage team by telephone or email and you may lose your funding entitlement as a result of the absence.
- Parents/Guardians collecting children late from the preschool will be subject to a charge. Charges will be £11.00 for every 15 minutes of lateness. The landlords have stipulated that the preschool premises must be vacated by the agreed designated time.
- As per new legislation we will keep your child's records/registers/medication records for a minimum of 21 years. All accidents and incidents reported will be kept for 24 years and any child that has child protection records will be kept for a minimum of 24 years. Any records in relation to individual children e.g. care plans, speech and language referral forms will be kept for 3 years unless they relate to child protection which will then be kept for 24 years. Records of any reportable death, injury, disease or dangerous occurrence for children will be kept for 24 years. Observations, planning and assessment records of children will be kept for 3 years after the child has left us.

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- I enclose £30.00 waiting list fee together with a £100.00 deposit.
  - I enclose first 4 weeks payment for my child/ren if applicable.
  - Only the parent/carer will be permitted to collect their child, unless prior arrangements have been agreed in advance.
  - I wish to apply for admission for my child to the preschool. I have read, completed and signed the Registration Forms, Terms and Conditions, the Admissions and Charging policy, All about me, Sickness and Illness policy, About your child, Nappy Changing agreement together with our Lunch Time Disclaimer. I agree to comply with all of the above.

Childs Full Name

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Signed by Parent/Carer

Date

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Waiting list fee/ Deposit received by:

Sessions attending please circle:

Mon am/pm

Tues am/pm

Wed am/pm

Thurs am/pm

Fri am/pm