



TERMS AND CONDITIONS

The following terms and conditions govern the basis on which we agree to provide childcare services to you.

1. Our obligation to you

- 1.1 Once you have viewed the Pre-school and you have requested a place for your child at St Joseph's Pre-school you will be advised of the session we can offer, you will then be required to complete the Registration forms and pay a securing fee of £20 (this may be waived if you are eligible for Early Years Pupil Premium and an application is submitted with this registration).
- 1.2 If we are unable to accommodate your session requests, we will endeavour to offer you your chosen number of hours.
- 1.3 We will try to accommodate any requests you may make for additional sessions at the Pre-school.
- 1.4 We will have a clear process for applications and keep you up to date with progress.
- 1.5 We will notify you as soon as possible of any days the Pre-School is closed.
- 1.6 We will provide you with regular updates of your child's progress.
- 1.7 We will try to make available a place in Pre-School for any of your other children once they reach 3 years of age. However we cannot guarantee a place and any offer will be subject to our Admissions Policy
- 1.8 Any personal data collected from you will be retained on record and only used for Pre-School or School purposes

2. Your obligation to us

- 2.1 You will need to complete and return to us our Registration forms before your child can start at our Pre-School.
- 2.2 You must inform us immediately of any changes in your contact details, personal details or your child's health details.
- 2.3 You must inform us immediately if your child is suffering from any contagious disease/illness. For the benefit of other children in the Pre-School you must not allow your child to attend Pre-School if they have a contagious/disease/illness as

this is easily passed on to another child during the normal daily activities of the Pre-School.

- a) In line with government health guidelines children should not come into Pre-School for a minimum of 48 hours after the last episode of vomiting or diarrhoea has occurred.
- b) We reserve the right to contact you to request that you collect your child if he/she becomes unwell whilst attending Pre-School.
- c) Full details must be given of anything affecting your child's health including allergies, conditions or additional needs.
- d) In order for the staff to administer prescribed medication you must give written authorisation by signing a medication consent form before leaving the classroom. Both parties must follow the Pre-School's Policy and procedure on medication and illness.

2.4 You must inform us of all persons who are authorised to collect your child from our Pre-school. If a person collecting your child from any session is unknown to us written permission must be received and we will require a password to be set up as proof of their identity. If we are not satisfied that an individual is allowed to collect your child we will not release them into their care.

2.5 You must contact us as soon as possible if you are unavoidably delayed and you will be unable to collect your child at the expected time of collection.

a) A late payment charge will be applied as detailed in the Fees section.

2.6 You must not bring your child into the setting prior to the start of the session time unless this has been previously agreed. An early payment will be applied in this case as specified in the fees section.

2.7 You will supply us with at least 4 weeks written notice of your intention to decrease the number of hours your child will be attending Pre-School or to withdraw your child from our Pre-School. If insufficient notice is given you will be responsible for the full fees for your child from the date notice was given.

2.8 You must inform us immediately if your child is the subject of a court order and provide us with a copy of such an order on request or if your child is subject of a Social Services Protection Register.

2.9 All children must bring at least 1 complete change of clothing to each session. All clothing should be clearly labelled with your child's name.

3. Payment of Fees

3.1 The securing fee will be refunded to your child's Parentpay account once your child begins attending their sessions. This will not be refunded if you do not take up your sessions at St Josephs Pre-School.

- 3.2 The Pre-School is open 38 weeks of the year excluding weekends and School holidays (please note these will match the St Joseph's Catholic Primary School term dates).
- 3.3 Fees are invoiced each half-term in advance. We may review the fees at any time but shall send out notification 4 weeks prior to it taking effect. If you do not wish to pay the revised fees you may end this agreement by giving us 4 weeks written notice.
- 3.4 If claiming all or part of your 15 hours free (or 30 hours) funding, you agree to sign the privacy notice and accept that St Joseph's Pre-School is the primary claimant.
- 3.5 Snack fees and School Meals are payable in advance using Parentpay, and are not part of the session fees.
- 3.6 Fees must be paid each half-term in advance.
- 3.7 You must retain any proof of payment.
- 3.8 If payment is not received before the due date, your child will not be able to attend and the sessions may still be charged.
- 3.9 If the payment of fees is outstanding for more than 14 days then the Pre-School reserve the right to charge a late payment fee.
- 3.10 You will be asked to pay on Parentpay for any visits or extra resources that Pre-School organise above day to day care. Attendance at these events will be subject to your full payment.
- 3.11 No refund will be given for absence due to illness or holiday.
- 3.12 If an event beyond our control results in the Pre-School closing we will inform parents as soon as possible on the school website, email or text. Fees will not be refunded in these circumstances.
- 3.13 In the event of late collection of your child from their normal agreed session time, we reserve the right to charge for each additional 15 minutes at a rate of £4.
- 3.14 4 weeks notice is required of all holiday absences. Please complete the School Leave of Absence Request found on the website.
- 3.15 If a child is away on holiday for more than 4 weeks during a Pre-School term then we will require a holding fee. The holding fee will be half that child's normal weekly fees for each additional week's holiday beyond 4 weeks. This will mean that we keep the child's place open for them.

4. Suspension of a Child from Pre-School

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay the fees due.
- 4.2 We do not support the exclusion of a child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of the child and/or other children and adults at the Pre-School it may be necessary to suspend the provision of childcare to the child whilst we try to address these issues with you and external agencies.
- 4.3 If your child is suspended part way through a half-term under the conditions stated in clause 4.2 we shall give you a credit for any fees you have already paid for the remainder of that half-term. This credit may be offset against any sums still outstanding by you to us.

5. Termination of the Agreement

- 5.1 You may terminate this agreement at any time giving us 4 weeks' notice.
- 5.2 We may terminate this agreement if –
 - a) You have failed to pay your fees
 - b) You have breached any of your obligations to us under this agreement and you cannot put right that breach within a reasonable period of time.
 - c) You behave unacceptably as we will not tolerate any physical or verbal abuse towards staff, volunteers or students on placement.
 - d) We take the decision to close the Pre-School. We will give you as much notice as possible in the event of such a decision.

6. General

- 6.1 This application is for a place at St Joseph's Pre-School and does not in any way guarantee a place within At Joseph's Catholic Primary School. If you require a place within St Joseph's Catholic Primary School then you must ensure that you follow statutory admissions process on <https://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/home.aspx> - please ensure you put St Joseph's as your first choice.
- 6.2 If you have any concerns regarding the service we provide please discuss these with the Pre-School Supervisor. Please see our Complaints Policy for further information.
- 6.3 We will always seek your consent where we need to share information about your child with any other professional or agency outside the Pre-School. We are required by law to override your refusal to give consent only in specific circumstances where a child or adult may be in danger if we do not share that information.

- 6.4 Acceptance of a place at Pre-School will be deemed as acceptance by you of these terms and conditions.
- 6.5 This agreement supersedes any prior arrangements and agreements.
- 6.6 The Pre-School is not responsible for any work undertaken by its employees outside of the terms and conditions of their employment by St Josephs Pre-School

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