



Hunloke Park Pre-school Admission Terms and Conditions

Admission

A completed Childcare Agreement form, Funding form and refundable registration fee are required to secure your child's place.

Registration Fee

The registration fee is payable to secure your child's place at Pre-school. The fee will be refunded within 8 weeks of your child taking up and starting their time at Pre-school.

Fees and invoices

Please refer to the Pre-School Charging Policy. Childcare accounts are payable monthly, in arrears for each calendar month of childcare. Accounts are payable through ParentPay (our online payment system). We also accept childcare vouchers. You need to apply for your free entitlement of funded hours every three months via the Tax-Free Childcare website.

Invoices will be issued at the end of each month via our online communication tool - ReachMoreParents (WEDUC) for payment by the 15th of the following month, unless there is a prior arrangement. A charge will be added for any late payments received after the 15th of the month. Payment will be through ParentPay. Any parent or carer whose fees remain unpaid after the 15th of the month without prior arrangement risks their child's place at Pre-school being withdrawn.

Unless we are in breach of these terms and conditions. All booked sessions must be paid for regardless of your child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable Pre-school closure. Be aware that the number of days of childcare provided each month may vary. Bank holidays and staff training days will not be charged for.

If you expect to be late collecting your child please notify the pre-school as soon as possible. If notified the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged to cover emergency staffing arrangements.

In the case of a default payment, the Pre-school reserves the right to apply a £50 administration fee for the preparation of court papers and interest will be charged at 8% above the banks prevailing base rate. The Pre-school is not responsible for the collection of fees from any third parties except in the case of statutory nursery education funding allowance. The Pre-school will give parents and carers two months' notice of an increase to fees, this will normally be reviewed in April.

Opening times

The pre-school sessions (both funded and fee based) run from 09.00 – 15.10 daily during term-time only with wrap around care available from 07.30 – 18.00 by arrangement only. The term dates and training days will correspond with Hunloke Park Primary School. Parents can book both funded and fee based sessions, the maximum funded sessions will be either 5 sessions for families accessing

15 free hours and 10 sessions for families accessing 30 free hours. Fee based sessions can be booked on top of funded sessions where available.

Termination, cancellation and change of sessions

One weeks' notice is required by either party for any changes to sessions or termination of agreement. If parents choose to leave prior to the end of the notice, fees are non-refundable. The minimum period for any permanent change of sessions is one week, subject to availability. If the parent or carer changes the notified start date, we reserve the right to charge from the original start date notified on the agreement form.

The pre-school reserves the right to terminate the Agreement with immediate effect in case of non-payment or fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases, the standard notice period of one month will apply for pupils accessing fee based sessions.

Insurance

The Pre-school has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the headteacher. The certificate is displayed in the school office.

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 that your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

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 closed or the non-admittance of the Pre-school for any reason. We accept no responsibility for children whilst in their parents care on the Pre-school premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Pre-School Ready

We expect all children joining the Pre School to be fully toilet trained and out of nappies, unless there is a medical reason for not doing so.

Accidents and illness

The Pre-school reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents via WEDUC or a telephone call. If emergency treatment at hospital is required, the Pre-school will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent Form.

We may require parents to withdraw their child from Pre-school in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend Pre-school. We may also ask parents to withdraw their child from Pre-school if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to the NHS advice on exclusion and incubation periods (a copy is in the school office). Parents must inform Pre-school if their child is suffering from any illness, sickness or allergies before attending Pre-school. The Pre-school is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the pre-school is bound. The Pre-school will request parental signature on children's absence records.

Agreement

These Terms and Conditions represent the entire agreement and understanding between parents (including other carers) and the Pre-school. Any other understandings, agreements, warranties, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One month notice will be given of any changes made. Please note the FE1 form is the funding contract between the parent/carers and the provider.

I have read and understand these Terms and Conditions and agree to be bound by them.