

St Andrews Pre-School

Admission terms and conditions

The document and the terms and conditions within it govern the basis on which St Andrews Pre-school (referred to here as 'we' / 'our' / 'us') agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement date of agreement: _____ **Expiry date of agreement:** _____

Our details:

St Andrews Pre-School

Charity commission number: 1153833

Company number: 08513062

St Andrews Church Hall

St Andrews Road

Felixstowe

Suffolk

IP11 7EB

Telephone: 01394 278326 / 07815200925

Email: manager.standrews.preschool@gmail.com / secretary.standrews.preschool@gmail.com

Ofsted URN: EY 492460

Insured by: RSA

Insurance policy number: RTT209838

(Please attach a photocopy of Birth Certificate or Passport)

Child's Legal Surname		Forenames	
Date of birth		Name known as	

Name of parents/carers with whom the child lives

1	Does this parent have parental responsibility? Yes / No		
Home phone	Mobile	Work no	
Email address	Parent's Date of Birth:		
National insurance Number	Occupation		

2	Does this parent have parental responsibility? Yes / No		
Home phone	Mobile	Work no	
Email address	Parent's Date of Birth:		
National insurance Number	Occupation		

Address
Postcode

Name of parent with whom the child does not live

3	Does this parent have parental responsibility? Yes / No		
Home phone	Mobile	Work no	
Email address	Parent's Date of Birth:		
Address			
Postcode			

Emergency contact numbers - details of persons you wish to be contacted in an emergency. Please place in order of priority. (People named here will automatically become authorised to collect your child. Persons authorised to collect your child must be over 16 years of age.)

Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Persons authorised to collect your child (must be over 16 yrs of age)

Password	
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Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Name		Relationship to child	
Address			
Postcode			
Home phone	Mobile	Work no	

Doctor's name and telephone number

Name		Telephone
Address		
Postcode		

Personal details of child

Does your child have any special needs or disability? Yes / No

Details	
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What special support will he/she require in our setting?

Details	
---------	--

Was your pregnancy with this child full-term? Yes/No

If no, at what gestation was he/she born (number of weeks)

Does your child have any medical conditions? Yes / No

Details	
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Does your child take medication for their condition and in what circumstances should it be administered?

Details	
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Does your child have any allergies? Yes / No

Details	
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What is the nature of the allergic reaction and what measures should be taken if a reaction occurs?

Details	
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If yes to any of the above;

Has a risk assessment, if required, been completed? Yes/No

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No

Are your child's immunisations up to date? Yes/No

If necessary, can we affix plasters to cuts? Yes / No

Does your child have any special dietary needs or preferences? Yes / No

Details	
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Would you like your child to have milk at snack time? Yes / No
(If no, please provide an alternative in a CLEARLY LABELLED drinks flask)

How would you describe your child's ethnicity or cultural background?

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What is the main religion in your family?	
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Are there any festivals or special occasions celebrated in your culture you would like to see acknowledged and celebrated while he/she is in our setting?

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Are there any festivals or special occasions you do not wish your child to celebrate while he/she is in our setting?

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What language(s) is/ are spoken at home	
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If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No

Discuss and agree with the manager/key person how your child may need support when settling-in

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What other information is it important for us to know about your child?

--

Are any of the following in place for your child?

Statement of special educational need Yes/No

CAF Yes/No

Names of professionals involved with child (ie specialists, speech therapists etc.)

Name		Role	
Agency		Telephone	

Name		Role	
Agency		Telephone	

Do you have a health visitor?		Yes / No	
Name		Based at	
Telephone			

Does your family have a social care worker for any reason?			Yes / No
Name		Based at:	
Telephone			

What is the reason for the involvement of the social care department with your family?

NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.

Are you eligible for:			
2 year funding Yes/No		30 Hour funding Yes/No	
Code:		Code:	

Our offer for a childcare place for your child:

Expected start date of child's place _____

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session					
Lunch					
Afternoon Session					

We are closed on bank holidays.

First payment due:

Will the child receive nursery education funding Yes No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

Terms and conditions

1.0 Our obligation to you

- 1.1 Once you have confirmed the place and signed this document you are liable for the cost of the sessions reserved for you child for half a term in accordance with our notice period.
- 1.2 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.4 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.5 We will notify you as soon as possible of any days we will be closed.
- 1.6 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.7 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.8 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.9 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.10 We will maintain appropriate insurance to cover our childcare activities.
- 1.11 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You will need to complete an admissions form and provide a copy of birth certificate and any supporting documentation before your child can start with us.
- 2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child. This includes but is not limited to address and contact information.
- 2.3 If necessary you will need to complete a medication consent form.
- 2.4 By signing this document you are giving consent for emergency treatment if necessary.
- 2.5 You will read and abide by our policies and procedures.
- 2.6 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.7 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities. If your child becomes infected with head lice your child will remain at home until treated. If your child is to attend the setting whilst taking medication only prescribed medication in its original box will be administered and only in accordance to the stated instructions.
- 2.8 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.9 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.
- 2.10 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.11 You will provide us with at least one half terms notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one half term from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.
- 2.12 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

- 3.1 Our fees are based on a sessional fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one term before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us a half terms notice in writing.

- 3.2 Fees must be paid on a half termly basis, in advance. We calculate the amount payable by you each term by multiplying the sessional fee by the number of sessions attended and weeks we are open during the term. Fees may be paid weekly, in advance, by special arrangement.
- 3.3 All payments made under the Agreement should be by bank transfer, cash or cheque. All payment, regardless of method, shall be made by you half termly, in advance by the date stated on your invoice. If payment is made by cash or cheque, it is your responsibility to sign the cash sheet as proof of payment. Late payments incur a late payment fee of £10.
- 3.4 If the payment of fees referred to in 3.3 is outstanding after the third reminder we may terminate this Agreement by giving you 7 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies. Where payment is in addition to funding hours, hours above your child entitlement will cease.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays. No refund will be given if we are required to close due to emergency or bad weather. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 A charge, listed as 'Snack' on your invoice, is a voluntary contribution to consumables. This support is paramount to our continued sustainability. Please make staff aware if you wish to decline this contribution.

4.0 Suspension of a child

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the term, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that term, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, giving us at least one half terms written notice.
- 5.2 We may immediately end this Agreement if:

- 5.2.1 You have failed to pay your fees;
 - 5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff.
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

- 6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the sessional Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- 6.2 If you have any concerns regarding the services we provide, please discuss them with the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
- 6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. We may use any images of your child for training, publicity or marketing purposes. If you do not consent to this please notify us in writing before your child starts with us.
- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness, head lice, diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*. We may ask you to collect your child if their behaviour is unacceptable and disruptive to the group putting your child or others at risk.
- 6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained in the preparation and serving of food.
- 6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our *Confidentiality Policy*. By signing this document you are giving consent for us to hold and use your information in this way and to share where necessary with appropriate agencies.

- 6.7 We will always discuss with you where we need to share information about your child with any other professional or agency.
- 6.8 If you do not give consent for us to ask and allow other professionals/agencies to observe your child and share information (i.e. social workers/health professionals or other settings) you will state this in writing. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.
- 6.9 At St Andrews we often take the children on outing. By sending your child to you are of the understanding that your child will take part in such outings and give your consent by signing this document. We will ask for additional consent for major outings.
- 6.10 You consent for your child to be taken by ambulance, with staff to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that you will have been informed and are on your way to the hospital.
- 6.11 You give consent for a trained staff member to administer first aid or CPR to your child if deemed necessary.
- 6.12 You give consent for an authorised person collecting your child to sign the accident or changing record on your behalf. If you do not consent this must be put to us in writing.
- 6.13 You agree not to put any photos of your child in the setting or taking part in setting activities or events, where other children are visible, on Facebook or any other social media.
- 6.14 You give consent for us to hold the data provided to us by you and for it to be used in conjunction with the provision of care for your child in line with the general data protection regulations. It is your right to request to view all of the information held at any time.
- 6.15 By signing this document you give consent for your child to be photographed or videoed. Photos/videos are used in the learning journey, learning walls (viewable to other hall users), newsletter, photo album, website, closed Facebook group (viewed by approved users only), promotional literature, other publications (ie local newspapers), school activities and fundraising events.
- 6.16 By signing this document I agree I have read and understood the pre-schools policies and agree to abide by them.
- 6.17 We ask that you endeavour to drop your child off on time to avoid disrupting learning time for the other children.
- 6.18 6.18 We operate a 2 sessions minimum policy meaning that 2 session or above must be taken in order to secure a place with us.

7.0 This Agreement

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between St Andrews Pre-School, you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

Signed

Date

Parent name 2

Signed

Date

Guarantor name (where applicable)

Signed

Date

Relationship to the child

Home address

Daytime/work telephone

Mobile

Email

Signed on behalf of St Andrews Preschool

Signed

Date

Name

Role (owner, director or trustee)