



# Barnett Wood Pre-School

## TERMS & CONDITIONS

### **Minimum age and days of attendance**

Children will be offered a place to join our Caterpillars class in the September after their 2<sup>nd</sup> birthday. In order to help children feel happy and secure at Barnett Wood Pre-School, we require Caterpillar children attend a minimum of 2 sessions a week. We recommend that these sessions take place on different days of the week. Where a child's birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December, their sessions must include 1 afternoon session.

From the term after children turn 3 (when they are eligible for Universal or Extended Funding), they must attend for a minimum of 3 sessions a week.

Please note that the preschool does not have sleeping facilities, so parents should feel confident that their child does not require a nap.

Occasionally, spaces in Butterflies or Caterpillars become available during the school year, in such cases we may offer the spaces out to children on our waiting list.

### **Session Times**

Barnett Wood Pre-School is open term time only. Session times are as follows:

Monday-Thursday 8.30am -12.15pm and 12.15pm - 3.00pm

Friday 8.30am-12.15pm

The preschool reserves the right to amend these times should the need arise and will endeavour to give parents/carers as much notice as possible.

Due to joint access to the site, parents/carers must adhere to the above times for drop off/collection of their child. Where there are repeated instances of non-adherence, the manager may speak to the parents/carers to come to a solution.

### **Deferring start date**

The preschool is unable to accommodate requests to defer a child's start date. Should a parent/carer not want their child to start when they are offered the place, they are welcome to go back onto the waiting list (at the date they declined the place). A child who declines a place and returns to the waiting list will no longer be eligible for sibling priority.

### **Delay start date**

The preschool will consider requests regarding a short delay to a child's start date in extreme circumstances. All such requests should be made in writing and will be considered on a case by case basis. The preschool reserves the right to charge a retainer in such circumstances.

### **Fees and payment methods**

In order to secure your place at Barnett Wood Pre-School parents/carers are asked to pay a registration fee of £50 and deposit of £100.00 upon receipt of their completed registration form. Both payments are non-refundable if the child does not then take up the place. However, the deposit will be refunded once the child leaves Barnett Wood Pre-School, less any monies owed to the setting. If the deposit is paid by childcare vouchers, any refund will have to be done via the childcare voucher system used.

A term before your child's start date, parents/carers will be invoiced for half a term's fees. They are also required to purchase a Barnett Wood Pre-School book bag and change bag for their child (unless they already have one, for example from an older sibling). The cost of the book bag and change bag will be added to the advance fees invoice. Second-hand items may be available at a reduced cost.

Session fees are invoiced at the start of each term and must be received in the setting's bank account within 30 days of the invoice date. Thereafter, the setting will invoice individually for any additional fees/charges incurred during the term.

It is preferable that fees are paid by bank transfer or childcare vouchers, however we will accept payments made in cash or by cheque (the setting does not accept payment by credit/debit card).

### Late Payment Charges

Payments for all preschool invoices must be received in the setting's bank account on or before the due date. An automatic reminder is sent out 7 days before an invoice due date. Parents should be mindful of weekends/bank holidays when paying invoices as these can result in delays. Similarly payments made via childcare vouchers can take a number of days to be processed. Where an invoice is not paid in time a late payment charge of 5% of the outstanding amount (capped at £15) will be charged. If the original invoice remains unpaid after a further 10 days, the setting reserves the right to limit that child's access to the setting until the invoice has been settled. Where the invoice is in relation to a child who has yet to start attending the setting, the child's place may be offered to the next child on the waiting list.

The setting will consider requests to pay invoices in instalments provided that these are made **before** the invoice due date and a payment plan is agreed.

### Consumables Charges

Children who are in receipt of Universal or Extended Funding will be asked to contribute to the costs of providing snacks and other consumables which are not covered by the government funding. This consumables charge will be levied on the funded sessions only and will be invoiced at the start of each term. If a session is part funded, the charge will be levied if 50% or more of the session is paid by government funding. Should parents be unable to pay the consumables charge, they should contact the manager to discuss other ways in which they can contribute to these costs in a non-monetary way. Children in receipt of EYPP funding (Early Years Pupil Premium) are exempt from the consumables charge once the preschool receives confirmation of their eligibility.

### Refunds

In the event of absence or illness the setting is unable to offer refunds or sessions in lieu for a child's regular attendance pattern.

Should the setting have to close completely due to government guidance or guidance from Public Health England the setting reserves the right to invoice parents/carers at a reduced rate to cover running costs whilst closed.

As per our Emergency Closure policy, if the preschool does not open for a session, or part of a session, due to an event outside its reasonable control including 'acts of God', bad weather, fire, flood, lightning, war, act of terrorism, strikes or other industrial action, the preschool reserves the right to charge full fees.

In the unlikely event that the setting is unable to accommodate a child for their session(s) due to staff shortages a credit note will be issued for the session(s) affected. Every effort will be made to avoid this situation.

### **Funding**

The preschool is happy to accept children who qualify for government funding including Universal, Extended and FEET (Free Early Education for Two-year olds) funding. This funding entitles the child to up to 15 hours (or 30 hours for Extended Funding) of childcare per week. Universal Funding capped at 570 hours per year (which starts from the term they receive the funding). Parents will be invoiced for any hours which are in excess of their child's funding entitlement.

Parents/carers are required to complete a Declaration Form each term so that the preschool can claim funding for their child. Declaration Forms must be returned to the setting by the end of the first week of each term. After this deadline, the preschool reserves the right to limit a child's access to the setting until the Declaration Form has been returned.

### Early Education Funding - Universal/Extended

Children are eligible for Universal or (depending on the family's circumstances) Extended funding from the term after their 3rd birthday. Parents/carers of children who are already entitled to this funding when they start at preschool will be exempt from paying the registration fee. They will still be required to pay a deposit of £100 which will be refunded once their child leaves (less any monies owed).

It is the responsibility of parents/carers to ensure that they verify their eligibility for Extended Funding before the cut-off dates. Should a child fall out of eligibility for Extended Hours Funding, the preschool will invoice the parents/carers for any non-funded hours that a child attends. Any reduction in sessions due to changes in funding will require 4 weeks' notice.

### Free Early Education for Two-year olds (FEET) Funding

Where the setting agrees to claim FEET funding for a child, the parents/carers will not be required to pay a registration fee or deposit and will not be invoiced for advance fees. A valid FEET reference number must be provided to confirm eligibility before the child starts.

### **Notice Periods**

The preschool requires 4 weeks' notice (in writing) by parents/carers to:

- Cancel their child's place at preschool, if they have accepted a place;
- Reduce the number of sessions that their child attends.

If this notice is not given, then up to 4 weeks' fees will be payable.

### **Collecting your child from Pre-School**

#### Late Collection

It is imperative that children are collected on time, as various tasks must be completed by staff before they leave. If you are going to be late collecting your child, please telephone the preschool to make the manager aware and to let them know your estimated time of arrival or of alternative collection arrangements.

If a child is not collected on time, a surcharge may be made to parents. The surcharge will be £10 for the first 10 minutes and £1 per minute thereafter. Parents/carers will be invoiced within 2 weeks of the incident. If a child has not been collected after 30 minutes, and we cannot contact anyone on the child's emergency contact list, we apply the procedure as set out in our Uncollected Child Policy and we contact the Local Authority Social Services Department.

#### Alternative Collection

If you have arranged for someone else to collect your child, please inform a member of staff. If the staff member is not familiar with the person collecting, they will be required to use the password you set up on your Registration Form. We will not release your child into the care of another adult unless we are confident of their identity and may make telephone contact with you to confirm this. We will not release children to anyone under the age of 18.

### **Uniform/clothing, shoes and jewellery**

Barnett Wood Pre-School does not require children to wear a uniform, however preschool sweatshirts and t-shirts are available to buy from the setting. We encourage a variety of craft and messy play at preschool and whilst we do our best to protect clothing, we ask that you don't dress your child in their "best" attire. Please dress your child in sensible clothing that they can manage themselves when going to the toilet (i.e. not dungarees) and that are suitable for messy play. The preschool will not accept responsibility for any damage/stains to clothing. As your child will be playing outside, they will also need suitable clothing for outdoor play in all weathers. We ask that a spare change of clothes plus nappies, if required, be provided in your child's change bag and left on your child's coat peg.

Parents/carers are asked, where possible, not to send children in wearing jewellery. If a child has pierced ears, only studs may be worn. Any jewellery worn by your child is done at parents'/carers' own risk.

### **Lunches at Pre-School**

Children who attend afternoon sessions or full day sessions are required to bring a packed lunch to preschool. Lunches must be in a named lunch box and adhere to the preschool Food, Drink and Packed Lunch policy. Please note the preschool is a nut free setting.

## **Tapestry**

The preschool uses an online system called Tapestry to document the children's time with us. Parents/carers will have a log-in, where photographs, observations and comments are recorded. Parents/carers without internet access, should make the setting aware of this and will be invited to the preschool to view their child's Tapestry account periodically throughout the academic year.

Prior to starting at preschool, parents/carers must complete the All About Me section on Tapestry for their child.

Parents/carers agree not to upload any photographs or videos from Tapestry onto social media sites (e.g. Facebook).

## **Parking**

As Barnett Wood Pre-School does not have parking facilities, we ask our families to walk to preschool where possible.

We have limited storage for buggies and scooters, however these are left at your own risk and the setting accepts no liability for loss or damage.

## **Absences**

Parents/carers are required to inform the preschool of any scheduled absence (e.g. holidays during term) and by telephone/email if not attending on the day for any reason (e.g. illness). Please see our Arrivals and Departures policy for more information. If the setting is not informed of your child's absence, a staff member may call you to check on your family's welfare.

## **Illness and Injury**

If a child is unwell, they should not attend preschool. We have a duty of care to other children and staff members, as such there is a policy in place which stipulates how long a child should be away from preschool for certain illnesses. Please see our Illnesses Policy for further details.

Should your child become ill at preschool, every effort will be made to contact parents/carers or emergency contacts. In an emergency, the manager (or the deputy manager) reserves the right to decide that a child needs hospital treatment. Should the parents/carers not be available, a qualified member of staff would then accompany the child to hospital and act in loco parentis until the parents/carers or a representative can take over from them.

Accidents (injuries which occur during a session) and incidents (events that occur during the session) are recorded. Parents/carers will be informed of all accidents or incidents as soon as possible. Please see our Accidents and Incidents Policy for further information.

Parents/Carers are expected to inform the preschool if their child has had an accident/injury which occurred when the child was not at preschool. The parent/carer must complete an accident at home form when they drop off their child and should give details of when the accident/injury occurred (date and time); how the injury came about; any resulting marks/bruising; and first aid or other action taken. The preschool reserves the right to request further information if they consider this to be necessary. The preschool has safeguarding responsibilities to fulfil. If deemed necessary the setting may share information with other agencies in order to meet this responsibility. Accident at home forms form part of the setting's safeguarding procedures and as such the preschool may need to seek further advice as a result. Please refer to the setting's Safeguarding Policy for further information.

The preschool can only administer prescription medication, except in emergencies. If you require preschool to administer medication to your child, certain procedures must be followed. Please speak to a member of staff for more details or see our Medications Policy.

## **Welfare and Data Protection**

Barnett Wood Pre-School is committed to safeguarding and promoting the welfare of children. We have a duty to raise any safeguarding concerns with the appropriate authorities. This may be done without the prior knowledge of the child's parents/carers if it is felt that the child may be at an increased risk by doing so.

It is the responsibility of the child's parents/carers to inform preschool immediately of any change of address, telephone number, emergency contact or changes to their child's allergies/medication.

The preschool operates a strict no mobile phone policy. The taking of videos, sound recording, or photographs by parents/carers is strictly prohibited on the premises other than at specific events, as authorised by the manager. Any photos/videos taken must not be uploaded to social media sites.

Please feel free to approach the manager, Louise Pruthi, if you want to raise any concern (including any child protection issues, for which our DSL is also available in person or at [manager@barnettwoodpreschool.org](mailto:manager@barnettwoodpreschool.org)).

The preschool is also required to transfer information surrounding safeguarding and SEN to a child's next setting, this will be done in a confidential manner. Information will only be handed to those who's role it is to support the family moving forwards.

### **GDPR**

Barnett Wood Pre-School adheres to GDPR. A copy of our Privacy Notice can be found on our website. For further information about GDPR, data sharing or confidentiality please contact the manager. Data is stored securely, and the setting follows statutory or recommended retention guidelines for the length of time it will be held.

### **Policies and Procedures**

Copies of the preschool policies and procedures can be found on the preschool website at [www.barnettwoodpreschool.org](http://www.barnettwoodpreschool.org). A hard copy is also available from the preschool office upon request. It is the responsibility of the parents/carers to read the preschool's policies. Parents/carers will be notified of changes to policies via the preschool newsletter.