

St. Nicolas Pre-school & Playgroup Terms and Conditions



Pre-school places and bookings

The Pre-school must receive a signed and fully completed application form before a place can be considered. We reserve the right to withdraw any preschool place where the parents or guardians have withheld any relevant/important information regarding their child's additional needs/development on the application form. Full and part time sessions must fit into the session times detailed on the application form.

Fees and invoices

Pre-school fees are payable termly by cheque, cash, bank transfer or workplace childcare vouchers.

All invoices will be issued at the beginning of term and are due within two weeks of invoice date (maximum).

Any late payments delivered after 14 days of due date may incur a £10.00 daily charge. Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in termination of the Pre-school place.

If parents are claiming 'free' childcare funding, the Pre-school needs written confirmation for every absence, including holiday, as our claims may be audited by Oxfordshire CC, who are able to claim back any Early Years grants claimed for and not used. Should this happen, we will claim the money from you.

Hours Offered (Mon-Fri, term time only)

08:45 – 11:45, 12:15 – 15:15, 08:45 – 14:45, 11:45-2:45 or 08:45 – 15:15

15/30 hours of funded session: The maximum of funded hours per day are 6 hours. Any extra sessions are charged at the private rates.

Behaviour Management

Pre-school staff all receive training in child development and behaviour management. We expect all staff to be respectful in their interactions with parents and will not tolerate Pre-school staff being spoken to in an abusive or threatening manner by parents, carers or children.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Pre-school staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending. It is the parent's responsibility to name and clearly label all items of clothing.

We suggest that all toys, books or other equipment are left at home.

Termination / Cancellation / Change

We require one term's notice, in writing, should you wish to terminate a Pre-school place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Pre-school place with immediate effect if fees are not paid.

If a parent wishes to change the number of sessions taken at Pre-school, one month's notice, in writing, must be given. Every effort will be made to accommodate such a request, dependant on availability.

Force Majeure

St Nicolas Pre-school are unable to offer any refunds or compensation for closure or suspension of activities as a result

of third party action, inclement weather, fire, flood or any other event beyond our control.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Pre-school being temporarily closed or the non-admittance of your child to the Pre-school for any reason. This applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Pre-school premises, i.e. prior to arrival or after pick up.

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.

We will make reasonable endeavours to keep parents and/or children's property in good order.

Infections and Illnesses

St Nicolas Pre-school cannot normally undertake the care of sick children. The Pre-school must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. The exclusion will remain in force until the child's Doctor has cleared the condition. The current list of illnesses include; chicken pox, mumps, rubella and measles.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Pre-school hours.

Public Health England advises that a child should not return to a setting until 48 hours after their last episode of sickness and diarrhoea. The Pre-school will rigorously enforce this advice.

General Information

Parents are requested to inform the Pre-school of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the Pre-school of any changes/progress to the condition in writing, when they become aware. Parents are requested to inform the Pre-school of any changes to all information kept in the Pre-school.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Pre-school. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, express 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. Two months' notice will be given of any changes made.

Child's name.....

Parent's name.....

Signature.....

Date.....