

**Mini Cowper Pre School**

**Terms & Conditions**

The following terms and conditions form the parent agreement of childcare and education at Mini Cowper Pre School.

**1: Reserving your Place**

Applications for a space at Mini Cowper Pre School, should be made to the Manager, who is responsible for Admissions.

Parents may contact Mini Cowper Pre School at any time to request a place or to register their child on the continuing interest list. This includes applications made in advance of a child turning two years old.

**1:1** **Priority will be given to maximise occupancy**. There is no right of appeal when the Pre School is unable to offer parents the provision they require; however, where there is no space currently available, parents can ask to be placed on the continuing interest list and will be contacted if or when the space they require becomes available.

**1:2** Children attending Hertingfordbury Cowper C of E Primary School will be given priority for a 15 hour afternoon funded place or fee paying space to wrap around the 15 hours provided by the School in the morning.

*Hertingfordbury Cowper CofE Primary School offers a pattern of 5 morning, term time only sessions. 30 hour funded sessions is offered through Mini Cowper Pre School.*

**1:3** Once an offer has been made we must recieve confirmation of acceptance of the place within ten days in order for the place to be reserved. The upcoming half term fees equating to the sessions booked will be required in full prior to the child’s start date.

**2: Fees and Payment Terms**

Fees for children attending that do not receive 2 year old funding or 30 hour funding are calculated on a pay as you go **monthly** basis.

**2:1** If a reduction in requirements is requested once a child has started at the setting, Mini Cowper Pre School reserves the right to review whether it will continue to offer provision or whether there is another family on the continued interest list with a higher priority.

**2:2** Mini Cowper Pre School reserve the right to review fees and will provide half termly notice of any agreed changes. Fees are reviewed at the beginning of each academic year in September and any changes will be in effect by January.

**2:3** Mini Cowper Pre School will endeavour to stay open when possible but in the event of circumstances outside of our control, for example inclement weather or failure of utility services, causing the closure of the Pre School site for health and safety reasons, we will credit your account with the fees equal to the sessions booked for your child.

**2:5** Our opening hours are 9am until 3pm Monday to Friday. Failure to collect your child on time will incur a late pick up charge, the rate being £10 for the first 10 minutes, then £10.00 for every 15 minutes thereafter.

**2:6** All Fees are charged monthly and invoices will be emailed on the 1st of every month. Payment must then be made in full within 14 calendar days from the invoice date. There will be a 5% increase with a miniumum charge of £25 applied to the balance outstanding if payment is made after that time. Mini Cowper Pre School reserve the right to revoke any future bookings where non-payment has occurred.

Mini Cowper Pre School Bank Account Details are as follows:

Sort Code: 30 99 86 Account Number: 01143441

**3: Free Education and Childcare**

**Please note we offer 2 year old funding of 15 hours per week and 3 year old funding, either 15 hours or 30 hours per week.** You will be required to sign a Parent Declaration Funding form when your child becomes eligible for a funded place. Limited places are available and sessions are term time only.

It is the responsibility of the parent to re-confirm their eligibility for 30 hour funding per term. You will be required to re submit your 30 hour code to the Pre school in order for your hours to be deducted from your invoice. Usual fees will apply to sessions if the code is not provided.

**4: Changes and Cancellations of Bookings**

**Note that one month’s written notice is required for any cancellation, change in Pre School pattern, or reduction in number of sessions.**

**4:1** Sessions may not be substituted but additional bookings may be made subject to availability. No refund of fees is given for absences of your child.

**4:2** One terms written notice is required for 30 Hour booking changes/cancellations.

**5: Health and Wellbeing**

Youwill required to complete a personal and medical details form ‘All about me’ for your child upon registration with Mini Cowper Pre School. If your child has any specific medical needs, allergies/tollerances you will be required to complete a Healthcare Plan. You will also be required to inform with the Manager where specific food requirements are necessary. You are responsible for updating the Pre School if any changes to medical care or dietary needs occur.

**6: Illness and Medication**

If children are unwell they should not attend Pre School as they will need care and comfort in a home environment. Please phone Mini Cowper Pre School as soon as possible to inform us of any absence due to illness. If a child has sickness or diarrhoea they must not attend until they have been symptom free for **48 hours**.

**6:1** If your child becomes unwell whilst attending Pre School you or your emergency contact will be required to collect them.

**6:2** If your child has been suffering from an infectious disease such as chicken pox, impetigo, etc, they must be clear of infection in accordance with the guidance from Health Protection for schools, nurseries and other childcare facilities.

**6:3** Medication will be administered by qualified staff in line with our Medicines policy and providing parental consent has been obtained and that the maximum dosage and times of previous dosage has been checked. We will endeavour to seek specialist training for staff wherever needed; however we do reserve the right to refuse to administer medication or procedures in exceptional circumstances.

**7: Accident and Acute Illness**

There will always be a first-aid trained member of staff on duty and minor injuries will be treated in accordance with Ofsted guidance. In the extreme circumstance of serious injury or acute illness we will call the emergency services and inform the parents. If emergency treatment is needed a child may be taken to hospital in an ambulance to receive this by ambulance/paramedics. In accordance with RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations) any injuries that require medical treatment off the premises will be reported to the Health and Safety Executive.

**8: Safeguarding and Data Protection**

Safeguarding children is of paramount importance to us and we adhere to the requirements of our Safeguarding Children Policy, available on request.

The accessing and appropriate use of data is something that we take very seriously.

All data is kept securely and we abide by the government legislation as determined by GDPR (General Data Protection Regulation) for Schools. Our E-safety and Data Protection Policy is available on request.

I understand that these terms and conditions constitute part of my contract with Mini Cowper Pre School.

Signature of Parent/Legal Guardian……………………………………………………………….

Parent/Legal Guardian name……………………………………………………………………….

Childs name……………………………………………………………………………………………..

Date………………………………………………………………………………………………………….