



Aston Angels Pre-school

Terms and Conditions

Application

All children aged 3 and 4 years are welcome to join Aston Angels Pre-school. When registering your interest in a place at our Pre-school, you will need to complete an application form. At this point, we require a non-refundable registration fee of £35 that is payable by BACS. This cost covers our admin fee and entitles you to a free jumper and polo shirt when your child starts at Aston Angels Pre-school. This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. Please note that completion of this form does not guarantee a place for your child.

Registration

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file. It is our priority to ensure that children settle well and begin to build up secure and strong relationships as soon as they start preschool. Therefore, children are required to be booked in for a minimum number of two sessions per week. We also offer a home visit if you feel your child will benefit from this before starting at our setting.

There is a registration fee of £35 that is payable upon completion of the application form. This includes a polo shirt and a jumper for every child. For funded children the registration fee will be refunded at the start of your child's first term at Aston Angels, less the cost of the polo shirt and jumper.

Fees and Invoices

All fees are charged termly and can be paid in full or in equal monthly instalments. All fees are payable via the ParentPay platform. Payments must be paid within 7 days of the stated date. If payments are not paid within 7 days a late payment notice will be issued which will incur a fee of £15. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the pre-school, including sickness and any holidays taken when the pre-school is open. Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by the pre-school in writing at least one half-term in advance of the increase being applied.

4 weeks written notice is required if you no longer require the place, if you wish to withdraw your child or make changes to your child's session days. If you withdraw your child from the pre-school inside of this window, outstanding fees are still payable for the duration of the 6 week notice period.

Fees will not be refunded or waived for absence through sickness or any other reason.

If Fees remain unpaid and go into arrears, the pre-school have the right to deny the child a place at the pre-school.

Funding Information

Aston Angels Pre-school is registered with West Northamptonshire County Council to provide the government funded free entitlement available to children that are eligible. We offer this entitlement through a 38 week contract which currently entitles eligible children to 15 hours of free funded education a week (507hrs over 38wks) or 30 hours of free funded education a week (1140hrs over 38wks) following the government guidelines for provision.

Parents will be required to sign a contract at the start of each funding block stating the number of free hours they are going to access for the block. Children need to be registered with the setting prior to the head count day and have a completed contract in order for preschool to claim funding for them.

Opening Times

The pre-school is open Monday to Friday, 8:45am-3pm. The pre-school is open term time only and is closed for all bank holidays.

Personal 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, book and equipment are left at home where possible. Parents are requested to send their children in, in clothes and shoes suitable for play and painting. Jewellery, heels and flip flops etc. restrict a child's movement and can present a risk of injury.

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 and will be asked to sign an accident record form. 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 medicines only if the parents have completed a medicine consent form.

We may require parents to withdraw their child from the 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. Please refer to our health and illness and emergency policy regarding exclusion and incubation periods by which we are bound. Parents must inform the pre-school if the child is suffering from any illness, sickness or allergies before attending the pre-school. The pre-school is mindful of the needs of working parents and will endeavour to provide continuity of service as possible within the recommendations of the health protection agency by which the pre-school is bound.



Late Collection

Please note that it is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge a late fee of £10 after five minutes of the time that the child should have been collected. Following 30 minutes and no communication from the parent/carer the uncollected child policy applies.

Emergency Pre-school Closure

Pre-School closure charges will be made for sessions when the preschool is unable to open due to circumstances beyond our control, e.g. extreme weather, flooding, snowing, etc. In extreme weather pre-school will notify parents of any closing by 8am. Charges are not made for Bank Holidays or when preschool is closed due to staff training.

General Information

-  Please ensure that staff are informed of any changes in address, phone numbers and collection arrangements.
-  If your child has an allergy parents must make staff aware of this and complete a Health Care Plan.

- ✚ When children have any medical needs parents must make staff aware of this and provide prescribed medication that can stay at the setting and be administered when required. A Health Care Plan and a Parental Agreement document will be completed with the manager and parent.
- ✚ We have a 'no mobile phone' policy. We ask that all parents and carers refrain from using their mobile phone when on the premises. This includes taking photos of the children in the setting. Please do not be offended if a member of staff asks you to put your phone away.
- ✚ Children must be collected promptly at the end of their session due to strict staffing and ratio purposes.
- ✚ Please ensure that you inform us if someone we do not know is going to be collecting your child at the end of the day. If a change arises during the day, please telephone preschool so that we can ensure staff are sending your child home with the correct person and to limit any upset for your child too.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the pre-school. Any other understandings, agreements, warranties, conditions, 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 sign and return one copy these Terms and Conditions, and retain a copy for your records.

<i>Child's Name:</i>		<i>Parent Name:</i>	
<i>Signed:</i>		<i>Date:</i>	