**Pinchmill Preschool Terms and Conditions**

***Pre-School and Out of School Club Places and Bookings***

A signed and fully completed application form must be received before a place can be considered. All full and part time sessions must fit in to the session times detailed in the prospectus.  We ask that a minimum number of two sessions per week should be booked during term-time.

***Fees and Invoicing***

Fees are billed in advance on a term by term basis (with government grant reductions applied if appropriate). Bills may be paid in full or in two instalments, once per half term.  If paying in full the payment should be made as early as possible. We reserve the right to charge late fees of £5 per week for any instalments not made by the payment dates.  Payments may be made by cash, cheque, internet-banking or employer childcare vouchers.  Continual failure to meet payments may result in the termination of the Pre-School place. In such cases, the parent remains responsible for all outstanding fees.  
Any one off extra sessions are to be paid for by the start of that session.   
Other than if we are in breach of these Terms and Conditions, all sessions that have been booked will be included in your bill, even if your child misses a session due to illness or holiday. If you know you are going to have problems paying your bill, please speak to Jemma or Karen as soon as possible.  
   
***Late Collection of Children***

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 £5 per quarter of hour to cover our costs, as staff may have to be paid overtime.

***Pre-School Closure***

The Pre-School is open as in line with the local schools’ academic calendar. Please see attached form.

***Termination/Cancellation Change***

We require half a term’s notice in writing should you wish to terminate a pre-school place for any reason. If a child is in receipt of 2,3 or 4-year-old funding, this is non-transferable. And therefore parents remain liable for fees throughout the notice period. If in receipt of 2,3 or 4year-old funding and you choose to pay for extra hours, we reserve the right to terminate a Pre-School place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behaviour. In all other cases, one months’ notice will be issued in writing should we wish to terminate a Pre-School place for any reason. If you wish to change the number of sessions, a ‘Session Amendment Form’ form must be completed with one months’ notice.

Please note that Funding cannot be transferred partway through a term. Once you have completed your funding form, you will not be able to change the amount that you are claiming for.

***Liability & Insurance***

We have extensive insurance cover-full details are on display near the main office.   
We cannot be held responsible for any loss or damage to children’s property. Every reasonable effort will be made to ensure children’s belongings are not lost or damaged.  
We accept no responsibility for children whilst in their parents’ care on Pre-School premises.   
On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the Pre-school.

***Accidents and Illness***

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form.   
For accidents of a more serious nature, involving hospital treatment, every effort will be made by the Pre-School to contact parents but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will only administer prescribed medicines if parents complete a ‘medicine consent form’; however, the first dose must be given at home and medicines must not be left on the Pre-School premises overnight.   
We require parents to withdraw their child from Pre-school in the event they require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease. We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the Pre-School. We reserve the right to contact parents at any time if their child becomes ill during normal pre-school hours.

Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk.

Parents are required to inform Pre-School if their child is suffering from any illness, sickness or allergies.

***Security***

Under no circumstance will a child be allowed to leave Pre-School with anyone unknown to Pre-School staff unless the Parent has made previous arrangements. A list of responsible adults who are authorised to collect their child should be given to the Pre-School leader.

***General Information***

Parents are required to inform Pre-School of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or allergy. Parents must provide full details, in writing, of the severity of the reaction and must keep the Pre-School informed of any change to the condition.

***Agreement***

We reserve the right to update/ amend these Terms and Conditions at any time with one month’s written notice.

I agree to the above terms and conditions.

Signed…………………………………………. Parent/carer

Signed……………………………………………On behalf of Pinchmill Preschool

Date……………………………..