

10.12 Childcare Terms & Conditions Policy



The document and the terms and conditions within it govern the basis on which Mereworth Pre-School as we agree to provide childcare to parent(s)/carer(s).

Only a parent/carer with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

We will offer your child a place consisting of between a minimum of seven hours on two separate days and a maximum of 24 hours 15 minutes plus lunches or additional hours outside your Free Early Education entitlement.

You will need to provide us with the days that you wish your child to be with us upon registration. Places are limited and subject to availability.

1 Our obligation to you

- Upon application for a place, an offer of a place letter will be sent to you, inviting you and your child in to visit the setting
- You must confirm within two weeks after the visit that you wish to take up a place. If you do not, then the offer of a place may be withdrawn. Once you have confirmed, a Registration Fee of £50 will be required to hold the place for your child. This will be credited against your first term's payment. (Should you be eligible for FF2 funding, you will not be required to pay the Registration Fee).
- We will provide the agreed childcare facilities for your child at the agreed times. The hours of opening are 38 weeks per year, term time only, Monday to Friday, apart from INSET days and Bank Holidays. If we change our opening hours, we will give you as much notice of our decision as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up to date in our Privacy Notice.
- We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- We will notify you as soon as possible of any days we will be closed.
- We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- We will provide you with regular verbal and 'Evidence Me' updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration regarding the childcare services we provide for your child.
- We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes at a mutually agreed time.
- All our policies and procedures are on our website at: www.mereworthpreschool.co.uk

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- We will maintain appropriate insurance to cover our childcare activities.
- We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2. Your obligation to us

- You will need to complete and return the *Registration* and *Permission Forms* and pay the Registration Fee to hold a place before your child can start with us.
- You must notify us immediately if any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- The *Registration Form* includes Medical Information which you **must** complete prior to your child attending.
- You will read and abide by our policies and procedures
- You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending, you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities
- If your child has a high temperature that needs Calpol (or equivalent) to keep their temperature under control, the child should be kept off until their temperature returns to normal.
- You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them, we will require a 'password' and proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- You must inform us immediately if you are not able to collect your child by the official collection time. You must decide for another authorised person to collect your child as soon as possible.
- You will inform us as far in advance as possible of any dates on which your child will not be attending.
- You will provide us with at least one terms notice in writing of your intention to decrease the number of hours your child attends or to withdraw your child and end this Agreement. If insufficient notice is given you will be responsible for the full fees for your child for one term from the date of the notice. This is for children who are accessing additional hours outside of their Free Early Education funded hours.
- You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

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3. Payment of fees

- Our fees are based on termly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one term before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one terms notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting manager(s).
- We ask for a contribution towards consumables of £20 per child per term. This will also be detailed on your invoice and is required to be paid in seven days. For Free Early Education funded only children this is a voluntary charge. Please speak to the Manager in confidence if you are unable to contribute.
- Fees must be paid. We calculate the amount payable by you each term by multiplying the session fee by the number of sessions your child attends during the term. Fees may be paid by special arrangement, at the discretion of the manager(s).
- All payments made under the Agreement should be by bank transfer, cash, Government Tax-Free Childcare Account and Childcare Vouchers. All payments, regardless of method, shall be made by you, within seven days of the date on the invoice. Late payments incur a late payment fee of £25.00.
- If payment has not been received within 14 days Mereworth Pre-School reserves the right to exclude a child for breach of contract. Therefore, the parents/carers will be emailed a letter in writing stating that their child is unable to continue at Mereworth Pre-School until all remaining fees are paid in full. Please note that until arrears are paid in full your child will be able to attend for their funded hours only.
- No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays, and no refund is given for this closure as this has already been considered when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason. For further details please refer to our *Schedule of Fees Policy*.
- In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

4. Suspension of a child

- We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.

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- During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- If your child is suspended part way through the month, under the conditions stated we shall give you a credit for any fees you have already paid for the remaining part of that term. This sum may be offset against any sums payable by you to us.

5. Termination agreement

You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form. (This is for children who are accessing additional hours outside of their Free Early Education entitlement hours.

We may immediately end this Agreement if:

- You have failed to pay your fees.
- You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period after we have drawn it to your attention.
- You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards any of the staff.
- We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6. General

- If we must close or take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Termly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed) we will credit you with an amount that represents the number of days closed more than three days which will be deducted from the next terms fees.
- If you have any concerns regarding the services we provide, please discuss them with your child's key person of the Pre-School. If these concerns are not resolved to your satisfaction, please contact the manager(s). Customer satisfaction is paramount, and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.

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- From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children’s individual development records. They are stored on our computer whilst your child is us. The photographs are used for display and for your child’s records within the setting. If we wished to use any image of your child for training, publicity, or marketing purposes we would always seek your written consent, as indicated on our *Permission Form*.
- We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our Pre-School, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.
- Any personal information you supply to us will be collected, stored, and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7. This Agreement

- We reserve the right to vary the terms and conditions contained in this Agreement
- This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral regarding this Agreement except to the extent that we vary terms from time to time.
- Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Date of Policy:	November 2021
Date to be reviewed:	December 2023

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Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	