

**Childcare and early education terms and conditions**

**Frimley Green Pre-School Terms and Conditions**

This document and the terms and conditions within it govern the basis on which Frimley Green Pre-School (referred to here as ‘we’ / ‘our’ / ‘us’ agree to provide childcare and early education services to parent(s)/guardian(s) (referred to as ‘you’).

Frimley Green Pre-School is affiliated to the Early Years Alliance.

Only a parent/guardian with parental responsibility for a child can register that child for a childcare and early education 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.

**Our details:**

Frimley Green Pre-School

Charity Registration Number:1016581

Address: The Community Centre, Balmoral Drive, Frimley, Surrey, GU16 9AR.

Telephone: 01276 406 994

Email: fgpsenquiry@gmail.com

Ofsted URN: EY300311

Insured by: Royal and Sun Alliance Insurance Limited.

Insurance policy number: RTT209838

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| **Your details:** |
| Full name of parent/guardian (1) |  |
| Address |  |
|  |
| Telephone |  | Email |  |
| Full name of parent/guardian (2) |  |
| Address |  |
|  |
| Telephone |  | Email |  |
| Full name of child |  | Date of birth |  |
|  |
| **Our offer for a childcare and early education place for your child:** |
| Expected start date of child’s place |  |
| Please contact the pre-school to arrange a one hour pre-start visit. |  |
| Agreed hours: |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Agreed times of attendance |  |  |  |  |  |
| Total daily hours |  |  |  |  |  |
| Offered over 38 weeks per year. Open Monday to Friday 9am until 3pm. |
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| Term/holiday dates: | Will be listed on the website and weekly updates. |
| We are not open on bank holidays.  |
| Consumable fee received. | Yes □  | No □ |  |  |
| Will the child receive nursery education funding  | Yes □  | No □ |
| Details of any other funding provided by other third parties (e.g. employers childcare vouchers) |
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**Childcare and early education terms and conditions**

**The following terms and conditions govern the basis on which we agree to provide childcare and early education services to you.**

# Our obligation to you

* 1. We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us, then the offer of a place may be withdrawn. Once you confirm a place, a consumables fee payment is required for your child. The monetary value of the consumables fee is published on the registration form. This is available on request.
	2. We provide agreed childcare and early education facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree to a change to your child’s hours of attendance.
	3. We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare and early education within our opening hours. This will be dependent upon maintaining the statutory ratios of adults to children and having the staff capacity to meet the needs of the individual child.
	4. We will notify parents as early as possible when the setting will be closed.
	5. We will provide you with regular updates about your child’s progress. Records of all children attending the pre-school will be kept according to the statutory framework for the Early Years Foundation Stage (EYFS). All records are confidential. We will share information regarding your child with their next school/nursery.
	6. We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.
	7. The registered number of children that we care for on our premises is 26, aged between 2 and 5 years. The pre-school reserves the right to lower the number of children attending, if required to meet the needs of the existing cohort.
	8. The person in charge of the pre-school is the pre-school supervisor, or in their absence, their appointed deputy.

# Your obligation to us

* 1. You are required to fully complete and return the *Childcare and Early Education Registration* form to us before your child can start.
	2. You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
	3. The *Childcare and Early Education Registration* form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends. We may require extra information, depending upon the nature of your child’s condition.
	4. You are required to 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. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious, they pose a risk to other children during normal daily activities. A child who is unwell must not attend the pre-school until he/she is fully recovered (in the case of stomach upsets/vomiting, this should be at least 48 hours after their last bout).
	5. You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
	6. You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge will be applied. Please refer to the current fee schedule for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare, we will contact the local authority.
	7. You are required to inform us as far in advance as possible of any dates when your child will not be attending. If your child is going to be absent, please let the setting know by 9.30am. If we are not notified by 9.30am, we must follow strict child protection procedures where we will initially attempt to contact the emergency contacts listed on your child’s registration form. If this is not successful, we are required to contact the police to conduct a welfare visit.
	8. You are required to provide at least half a term’s notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for the half term from the date of notice. If you would like to end this Agreement, please speak to the setting supervisor.
	9. If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
	10. You should read and abide by our policies and procedures provided for parents - available for you at the setting and website. Some policies will be provided in the new starter pack e.g. Child protection policy.
	11. You have read and will abide by the ‘Threats and abuse towards staff and volunteers’ policy.

# Payment of fees

* 1. Our fees are based on an hourly rate which is the full fee payable before applying any funded entitlements. We will notify you of the payment required. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us half a term’s notice.
	2. Fees are required to be paid at the start of each term. Fees are calculated by multiplying the hourly rate by the number of hours attended and the number of weeks in the term. Additional hours will be charged at the full rate.
	3. All payments made under this Agreement should be made by BACS payment using the bank details on the invoice and using the child’s name as reference. Late payments will incur a late payment fee of £20.00. In addition, a charge of £20.00 will be made for each occasion that a late payment letter is issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
	4. If the payment of fees referred to in 3.3 is outstanding for more than 14 days, then we may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
	5. If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £10 for the first 15 minutes and £10 every five minutes thereafter. We accept that there will be instances that are out of your control.
	6. No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays. No refunds are given for these closures as they are already taken into account when setting fees.
	7. When your child reaches an age that they qualify for funding, we will issue the paperwork at the start of each term which must be completed within your child’s first week at the setting.
	8. If you are in receipt of any funded entitlement such as two-year-old funding, you will not be charged for the hours that you have agreed with the setting. Additional hours will be charged at the pre-school’s current hourly rate.
	9. Where your child is in receipt of funded early years entitlement and/or extended entitlement (additional 15 hours) the full weekly fee is payable during periods where the early years funding does not apply. We may also ask for additional information recorded on your child's registration form that will assist HMRC in making a decision about eligibility for certain entitlements.
	10. It is the responsibility of the parents/carers who are entitled to apply for 30 Hours Funded Childcare to check if they are eligible and provide the 30 hours eligibility code. Parents/carers will need to re-confirm their eligibility termly.

# Suspension of a child

* 1. We may suspend providing childcare and early education to your child at any time if you fail to pay any fees due.
	2. If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
	3. 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 childcare and early education while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the supervisor, SENCO and the trustees of the pre-school.
	4. 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.

# Termination of the Agreement

* 1. You may end this Agreement at any time, by giving us at least half a term’s notice.
	2. We may immediately end this Agreement if:
		1. You fail to pay your fees.
		2. You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
		3. You behave unacceptably; we do not tolerate any physical or verbal abuse, intimidation of staff in the course of their work, harassment, or threats towards staff or other parents. This includes attempting to contact staff members outside of the pre-school setting. Please refer to the ‘Threats and abuse towards staff and volunteers’ policy.
		4. We take the decision to close. We will give you as much notice as possible in the event of such a decision.
	3. It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we 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.
	4. 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 in a reasonable period after you draw it to our attention.

# General

* 1. If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the fee will continue to be payable in full. We will be under no obligation to provide alternative childcare and early education to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed more than three days.
	2. If you have any concerns about the childcare and early education we provide, please discuss them with your child’s key person. If your concerns are not resolved to your satisfaction, please contact the setting supervisor. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the supervisor and if necessary, the committee chairperson for review.
	3. From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form. Child protection is our overriding concern and by attending this pre-school you are agreeing **not** to upload any images of children other than your own taken at pre-school events or events where pre-school takes part onto any social media or networking site.
	4. While a snack of food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. Every effort is made to follow recommended food preparation guidance and to ensure that all setting staff involved in the preparation and serving of food are suitably trained.
	5. Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
	6. You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
	7. You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
	8. We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month’s notice.
	9. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
	10. Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

\* For an illustrative example of the sessions you require, please discuss with the setting supervisor.

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| **Acceptance of our offer of a childcare and early education place**Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare and early education place with us for your child. For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Frimley Green Pre-School, you, and the guarantor.A copy of this completed and signed contract will be provided to each signatory. |
| Parent name 1 |  |
| Signed |  | Date |  |
| Parent name 2 |  |
| Signed |  | Date |  |
| Guarantor name (where applicable) |  |
| Signed |  | Date |  |
| Relationship to the child |  |
| Home address |  |
| Daytime/work telephone |  | Mobile |  |
| Email |  |
| Signed on behalf of Frimley Green Pre-School. |
| Signed  |  | Date |  |
| Name |  |
| Role |  |