



Terms & Conditions of Preston Community Preschool

Introduction

Preston Community Preschool is open term time offering childcare provision from 8.00am until 4.00pm. We welcome all children from under 5 years old. We are a not for profit charitable incorporated organisation.

When accepting a place we ask you to sign two copies of this agreement which clearly states the terms and conditions set by Preston Community Preschool regarding places at the preschool. Please read them carefully before you sign, if you have any queries please ask the manager. One copy will be kept by the preschool and please keep your copy in a safe place for future reference.

Membership of Preston Community Preschool

Preston Community Preschool has a membership structure. Our members are the families, individuals and organisations that support our purposes and wish to have a say as to how we achieve our purposes through our work. Our members have no financial liability to contribute towards the assets of the CIO if it is wound-up.

We have two categories of membership:

1. Each family that has a child registered to attend our childcare provision is entitled to *Family Membership*.
2. Any other individuals or organisations that are interested in supporting us in furthering our objectives are able to make an application to our trustees for *Affiliate Membership*.

For further information see full details on our website, Policies & Procedures section.

Offer of a Place

When your child's place is confirmed the days attending will remain the same and can only be changed with agreement by the Supervisor and dependent on availability.

No swaps are available.

Our Obligation to You

We will try to accommodate any requests you make for additional sessions and/or extended hours of childcare at preschool.

We will notify you as soon as possible of any days the preschool is closed.

We will provide you with verbal and written updates of your child's progress.

We will try to make available a place in Preschool for any sibling, however we cannot guarantee a place.

Your Obligation to Us

You must complete and return to us our Registration Forms and a copy of this contract before your child can start at our preschool.

You must inform us immediately of any changes in your contact details, personal details or your child's health details.



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You must inform us immediately if your child is suffering from any contagious disease/illness. For the benefit of other children in the preschool you must not allow your child to attend preschool if they have a contagious disease/illness as this is easily passed on to another child during the normal daily activities of the preschool.

In line with Government health guidelines children should not come into preschool for a minimum of 48 hours after the last episode of vomiting or diarrhoea has occurred.

We reserve the right to contact you to request that you collect your child if he/she becomes unwell whilst they are at preschool.

Full details must be given of anything affecting your child's health including allergies, conditions or additional needs.

In order for the staff to administer medicine you must authorise by signing a medication consent form before leaving the premises. Both parties must follow the preschool's policy on medication and illness.

You must keep us informed as to the identity of the persons who will be collecting your child from our preschool. If the person who is collecting the child is not usually collecting them we will require a password to be set up as proof of identification. If we are not satisfied that an individual is allowed to collect your child we will not release them into their care.

You must contact us as soon as possible if you are unavoidably delayed and you will be unable to collect your child at the expected time of collection. A late payment charge may be applied as detailed in the Fees section.

You must supply us with at least 4 weeks written notice of your intention to decrease the number of hours your child will be attending preschool or to withdraw your child from our preschool. If insufficient notice is given you will be responsible for the full fees of your child from the date notice was given.

If your child is going to be absent from preschool please inform us immediately, if your child is absent for more than 3 weeks without any notification, we reserve the right to remove your child from our register to give a place to someone on our waiting list.

You must inform us immediately if your child is the subject of a court order or if your child is subject of a Social Services Protection Order.

All children must bring at least 1 complete change of clothing to each session. All clothing should be clearly labelled with your child's name. Please supply a pair of indoor shoes or slippers if they come into preschool in wellington boots.

You must provide the preschool with sufficient nappies and wet wipes for your child's use. A charge of 15p per nappy will be applied if you don't supply them.



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Payment of Fees

Fees are set by the Preschool Committee and are reviewed annually. The Committee take into account the costs of staffing, the cost of the rent to Preston Baptist Church, perishable goods and the costs of replenishing preschool toys, paper, stationary and play equipment.

Preston Community Preschool is open for 38 weeks of the year, excluding bank holidays, during term time only.

Individual invoices will be sent out at the end of each half term for the following half term itemising the full cost of any non-funded sessions, booked early starts or late finishes. Fees must be paid each half term in advance.

Fees are payable in full for the entire period of children's absences, holidays, bank holidays and sickness. Fees remain payable during any period of closure.

Some 2 year olds and all 3-4 year olds (from the term after their 3rd birthday) are entitled to 15 hours of free early years education per week for 38 weeks per year. Any hours over the 15 hours per week, will be charged at our normal hourly rate. The first 15 hours of any week will be deemed as your funded hours, any hours over these will be charged at our normal hourly rate.

From 1st September 2017, working families are entitled to 30 hours free childcare for 3-4 year olds children (please check eligibility on <https://childcare-support.tax.service.gov.uk/>) Preston Community Preschool has limited spaces but will try to offer it when possible. The first 30 hours of any week will be deemed as your funded hours, any hours over these will be charged at our normal hourly rate

You may settle your invoice by cash, cheque (over £10) or online banking, bank details are stated on your invoice.

Payment received later than the given due date stated on the invoice may incur a late payment fee at the discretion of the Committee. We will endeavour to try and help any parent/carer who is experiencing difficulty paying their bill. However, once a goodwill agreement becomes an obvious debt the Committee will seek further advice.

If the payment of fees is outstanding for more than 14 days then the preschool reserve the right to terminate this agreement and remove your child from our register.

In the event of late collection of your child from their normal agreed session time we reserve the right to charge for each half hour extra or part thereof.

Termination of Agreement

You may terminate this agreement at any time giving us 4 weeks written notice.

We may terminate this agreement if:

- You have failed to pay your fees.
- You have breached any of your obligations to us under this agreement and you cannot put right that breach within a reasonable period of time.



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- You behave unacceptably as we will not tolerate any physical or verbal/written abuse towards staff, volunteers or students on placement.
- We take the decision to close the preschool. We will give you as much notice as possible in the event of such a decision.

Privacy Notice

Preston Community Preschool processes personal data including, but not limited to, the following sensitive data: address, telephone contacts, date of birth, email addresses, employment information, gender, physical conditions, disabilities or allergies, dietary requirements, child photographs and care, learning and development records.

We process this information in line with the Data Protection Act 2018 to ensure a safe, secure and healthy environment for your child, to administer first aid/medical care if necessary, to comply with all relevant government regulations and preschool policies and procedures, to help us understand your child's needs, talents abilities and interests, our own market research.

We may only share this information under the following circumstances: if you receive government funding with the funding provider, if you receive funding as an employee or a student benefit with your employer/education provider, with any other preschool setting your child may attend, third party processors that are subject to confidential non-disclosure agreements, as required by any court order, law or regulation and if the preschool suspects any child abuse or neglect it will report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements.

You have the right to withdraw your consent at anytime.

Review of terms and conditions

We reserve the right to unilaterally alter our terms and conditions at any time should this become necessary due to legislative changes. For other changes you would receive written notification regarding new terms and conditions.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Preschool being temporarily closed or the non admittance of your child to the Preschool for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Preschool premises, i.e. prior to arrival or after pick up. We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours to keep parents and / or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.



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General

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 the child and/or other children and adults at the preschool it may be necessary to suspend the provision of childcare to the child whilst we try to address these issues with you and external agencies.

If you have any concerns regarding the service we provide please discuss this with your child's Keyworker or the Manager. Customer satisfaction is of paramount importance to us and any concerns/complaints will be recorded as per our Complaints Policy. Please familiarise yourself with all our preschool Policies which are on the website and in the entrance area.

We will always seek your consent where we need to share information about your child with any other professional or agency outside the preschool. If the setting thinks your child may be at risk of significant harm this may be done without your consent. Please see our Privacy Notice and Information Sharing Policy.

I understand that the setting have a legal duty to safeguard my child, I understand it is my responsibility to read the settings safeguarding policy and procedures and know that the setting may make a referral about my child, but that this will be done with my consent, I also understand that should the setting think my child may be at risk of significant harm this may be done without my consent.

Acceptance of a place at preschool will be deemed as acceptance by you of these terms and conditions as well as the preschool policies.


This agreement supersedes any prior arrangements and agreements.

The preschool is not responsible for any work undertaken by its employees outside of the terms and conditions of their employment by Preston Community Preschool.

These Terms and Conditions are governed by English law and shall be subject to the non-exclusive jurisdiction of the English Courts.

Please accept this as confirmation of my/our application for membership of Preston Community Preschool, which I/we understand is a registered charity 1156079 established as a charitable incorporated organisation. I/we agree to be bound by the constitution of Preston Community Preschool. I/we understand that in accepting membership of Preston Community Preschool my/our details as recorded on this form will be entered on the Register of Members for Preston Community Preschool for up to 10 years after my/our membership ceases and may be viewed, on request, by trustees and members of Preston Community Preschool.

We/I have read and understood the terms and conditions of this agreement and agree to comply with them.

Parents Name (Print)		Managers Name	Susan Gibbons
Parents Signature		Managers Signature	
Date		Date	30 April 2018