



## Terms & Conditions Agreement

The following terms and conditions form part of your registration agreement. Terms are subject to change. Please read carefully.

### Little Chestnuts operation and admissions

The pre-school is open Monday to Friday mornings from 8:45am to 11:45am and in the afternoon from 12:30pm to 3.00pm. Lunch sessions run from 11:45am to 12:30pm.

The pre-school is open 38 weeks of the year, excluding statutory bank holidays. Term dates are the same as those for Woodmancote school and will be published on the Little Chestnuts website.

Children aged from 3 to 4 years are accepted.

All children must be registered with the pre-school prior to attendance.

Parents can reserve a place for their child by contacting the school office, [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk), tel. 01242 674312.

We happily take on children, aged 3-4 years, within our registered numbers (max. 30 per session), including those children who are entitled to government funding, and will not discriminate against children, or their families, for reasons such as race, sex, religion or ability.

We hold a waiting list for children once our numbers are full. Parents will be contacted as soon as a place becomes available. It is a parent's choice whether to accept the offered place.

During the half term before your child is due to start, we will send you a welcome pack, containing the forms that you need to complete in order to secure your child's place. In signing the terms and conditions agreement, you are agreeing to the following Terms and Conditions, from the first day that your child starts at Little Chestnuts.



## Payment of Fees

Fees for all sessions are £6 per hour.

*4 weeks written notice will be provided for any changes in the fees.*

All children in Gloucestershire are entitled to 15 hours a week funded early years education, which can be claimed by the pre-school from the **term after** your child is 3 years old. In order for us to claim this funding on your behalf we must see your child's original birth certificate ahead of their start date.

Parents will be given a Government Funding form to complete every half term. This must be returned within the first two weeks of each term for your funding to be accepted. If parents decide to move their child to a different setting within the first two weeks at pre-school/before you have completed your Government Funding form, you are responsible for paying for the hours that your child has attended, at a cost of £6 per hour.

2 year old funding can be used for 3 year old children before their 3 year old funding becomes active. To find out if you are eligible for this funding visit <http://www.gloucestershire.gov.uk/Achieving-2-Year-Olds>

Little Chestnuts also accept the Government's 30 hour funding for those who qualify. If you're eligible for the extra hours, you must sign up online to get a code which you need to then provide us with. See <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> for more details.

**It is a parent's responsibility to apply for 2 year old and 30 hour funding and to provide us with the eligibility code.**

*Until a child is funded, we charge £6 per hour, payable on a half-termly basis.*

*If parents apply for funding and are rejected, then you are liable to pay the outstanding fees at £6 per hour.*

*If you would like your child to do more than 15 hours a week (30 hours if eligible for funding) in pre-school, you will be billed for any extra hours at a cost of £6 per hour, payable on a half-termly basis.*

You will receive an invoice in advance of every half term, for that term's fees, which must be paid before the start of term in order to secure your child's place.



If fees are unpaid before the start of term, Little Chestnuts have the right to deny the child a place.

If fees remain unpaid after a reminder being issued, Little Chestnuts reserves the right to begin legal proceedings against parents to recover any dishonoured payments.

### **Notice to terminate or alter sessions**

4 weeks notice must be given in writing to terminate your child's place.

Session change requests can only be made half-termly, in advance of the start of the next half term.

Session swaps are not permitted on a casual basis.

### **Non-attendance**

Refund of fee payments cannot be given in respect of sickness, holidays, or pre-school closures due to circumstances beyond our control.

### **Arrival and collection**

Children will be welcomed by a member of staff upon arrival and should never be left to enter the pre-school alone. Arrival and departure times are strictly recorded on attendance registers. Only parents/guardians and authorised collectors over the age of 16 will be permitted to collect a child from the pre-school. A charge of £5 per hour/part hour will apply to unarranged care such as early drop off or late collection. This should be paid to the pre-school within seven days of invoice.

### **Medication, illness, absence and emergencies**

We are happy to administer prescribed medicines if your child is well enough to attend pre-school. You will be asked to complete a medicine form when leaving your child. We will not administer medication without this information. Non-Prescribed Medicines must not usually be administered in early years settings.

First aid trained staff are available at all times and able to administer first aid in an emergency.



## **Special educational needs and disabilities (SEND)**

Before starting at the pre-school, parents/carers are expected to provide detailed information regarding any special needs that their child may have in order for us to provide the appropriate care and learning opportunities. The pre-school has an appointed Special Educational Needs Coordinator (Senco) who will liaise with you as required.

## **Safeguarding and Welfare of children**

The safeguarding and welfare of children is paramount. It is therefore essential that parents/carers understand that we have a legal obligation to contact the appropriate authorities if we feel a child is a risk of possible abuse or neglect. We have robust recruitment and ongoing supervision procedures to ensure that staff caring for the children are suitable to do so.

## **Equal Opportunities**

The pre-school pro-actively operates alongside equality. Registration of children and recruitment of staff will be without prejudice or discrimination of any kind. The relative equality policy is available upon request and can be accessed via the school's website.

## **Policies and procedures**

All policies, procedures and working practices are in accordance with the Statutory Framework for the Early Years Foundation Stage. Please see the Pre-school Manager if you would like to receive any further information.

***In signing this agreement, you are agreeing to the above terms and conditions.***

Signed:

Parent/Guardian name:

Date: