



ST BERNADETTE'S BEES

St Bernadette's Bees Catholic Primary School, Tile Barn Close, Farnborough GU14 8LS

Ofsted No: EY431092, Charity Number: 1126987

Terms and Conditions

1. In these **terms and conditions**:

(A) 'The Preschool' is St Bernadette's Bees Preschool, St Bernadette's Catholic Primary School, Tile Barn Close, Farnborough GU14 8LS

(B) 'The Parents' are the Parent(s) or Guardian(s) responsible for any child attending the preschool

(C) 'A Place' is the reserving and keeping open a position for your child to attend the preschool.

2. **Admission**

The application form should be filled in and returned with a signed copy of the terms and conditions and a registration fee of £40.00 to provisionally book a place in the preschool. Once this is received, you will be contacted and advised of our availability. Once your space has been confirmed, stay and play visits will be booked. If a space is not available at the time you require them you will be placed on a waiting list, priority will be given to siblings then spaces will be offered in date of registration order.

3. **Sessions and attendance**

You must book a minimum of 2 sessions a week, this is to help with continuity of care and the children will have a settled routine. To change the sessions, you have booked you will need to notify the manager to assess availability.

4. **Fees**

Fees must be paid monthly on the date shown on the invoice. A charge of 25% is made if the fee is paid late. The charge is added to the month it pertains to. Please note this is not applicable to employer's childcare vouchers. You will be emailed an invoice at the start of each term.

5. **Funding**

Each child is eligible for 15 hours early years grant funding from the term after their third birthday.

If your child's third Birthday falls between

1st April – 31st August – They are eligible from 1st September

1st September – 31st December – They are eligible from 1st January

1st January – 31st March – They are eligible from 1st April

Some children will be eligible for an extra 15 hours. Please check your criteria by visiting <https://www.childcarechoices.gov.uk/> It is your responsibility to reconfirm your eligibility to HMRC every three months and to provide us with your 30 hours code. If you do not update

your child's information/confirm funding details periodically in accordance with the 'government gateway' recommendation (HMRC), the preschool will not be able to claim funding for the coming term and you will have to pay for the missing hours.

We also accept children in receipt of two-year-old funding. If you meet the requirements and have a successful application, you will be given a unique reference number which you will need to provide, enabling us to claim funding for your 2-year-old. More information is available at <https://www.childcarechoices.gov.uk/>

The first term of attendance you are required to complete a government funding form and we will need to see your child's birth certificate or passport as proof of identity. Once you have completed and returned your form and declared how many hours you will be using at St Bernadette's Bees Preschool, you will not be able to use those hours anywhere else.

6. Attendance

If your child is unable to attend, please notify the preschool by 9.30am. We do ring absentees to check on why a child is not in on their given day. The preschool regrets that refunds cannot be arranged in the case of absence. The Preschool reserves the right at any time to refuse admission to and/or send home any child if it considers such action to be necessary in the best interests of the preschool and for the other children.

Under no circumstances will a child be allowed to leave the Pre-School with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the Pre-School will require the name, address and telephone number of the chosen person, as well as proof of identity on their arrival. A password will also be required.

7. Late collection

Please inform the Pre-School if you are going to be late. A fee of £20 for the first 15 minutes and then £10 for every 10 minutes after that. If after half an hour we have not heard from you and after us trying to contact you or your emergency contact, we will implement our 'uncollected child policy'.

8. Opening Hours

We will be operating as follows, Monday – Friday 8.30-3pm. Monday – Friday 8.30-11.30am morning session. Monday-Friday afternoon session 12.00-3.00. Operating over 38 weeks a year term time. Pre School is closed on bank holidays.

9. Termination

The Preschool must be kept open and fully staffed for term time only. Six weeks written notice of withdrawal of a child's place must be given. Four weeks' notice must be given for a reduction in attendance. Full fees will be charged if the required notice is not given.

10. Breaks

If your child is on holiday or absent for any reason, the normal fees must still be paid in order to keep your child's place open for him/her to return, as the Preschool staff and other costs must continue to be paid by the Preschool.

11. Illness

Parents are requested to notify the Preschool if children have been in contact with an infectious disease. Parents must not bring their children to the Preschool if they are unwell or suffering from a contagious infection or illness. The Preschool reserves the right to refuse entry to any child who the manager considers is, or may be, unwell or suffering from any contagious or infectious complaint.

If your child becomes ill during a session with sickness, temperature, diarrhoea or headache, you will be contacted to collect. If you are not available, please arrange for your emergency contact to collect. A period of 48 hours is required from the last instance of sickness before the child can come back to preschool. If medication has been prescribed you will need to complete an 'administer medication form' before we are able to give any medication.

The Preschool shall have the right to act in loco parentis for the child and in the case of any illness, accident or emergency shall have the right to take such action as the Manager thinks fit, including hospitalisation, if necessary, whether or not the parents or next of kin have been informed. Every possible effort will be made to contact the parents in the case of emergency. Medicines can only be administered by staff after a consent form has been signed by parents.

12. Disclosures

St Bernadette's Bees Preschool needs to be informed about any medical and non-medical condition, health problem, allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances or court order that may affect your child whilst in our care. Please ensure that such information is disclosed on your child's pre-school registration form. In addition, you are required to inform the Pre-School in writing of any changes to the information held by us (e.g., changes to emergency contacts, allergies, medical conditions).

13. Change of Address

Parents are asked to inform the Preschool of any change of address or telephone number, either at work or at home including emergency numbers.

14. Collection of Children

Please ensure that you inform the Preschool staff if anyone other than yourself will be collecting your child from the Preschool. If possible, make that person known to us beforehand and provide a photo of the person for identification. We operate a password system if you inform us that someone else will be collecting your child, and your child will not be allowed to leave our care until the correct password is given. (must be over 16 years of age)

15. Loss and Damage

The Preschool cannot take responsibility for loss of, or damage to, property and clothing. Children should be dressed in hard wearing, washable clothing that can stand up to Nursery activities. Children should not bring money or expensive toys to the Preschool.

16. Equipment

Each child should keep at the Preschool the following – all of which should be clearly marked with the child's name:

Complete change of clothes (including underclothes)

Suitable outdoor clothing (sun hats and sun cream for sunny days, and warm coat, hats and gloves for colder days)

Wellington boots

Nappies, wipes and creams if necessary

Formula milk if applicable

A water bottle

Snack and/or lunch

17. Permissions

The Preschool has tablets and photographs of your child will be taken to support their learning and our records. The staff will be keeping records on your child and uses Tapestry (an online journal system) to record observations. You will have access to these records via a secure app and they will be passed on to your child's infant school.

18. The Employees

In the event that any employee of the preschool with whom a parent has had personal dealings accepts an engagement, employment or provides services with the parent, directly or indirectly, within 3 months of leaving the preschool’s employment, the parent shall be liable to pay any introduction fee to the preschool of 10% of the gross salary remuneration payable to the Employee. However, casual babysitting does not incur a fee.

19. Prospectus

The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statement of opinion made in good faith and believed to be true but must not be regarded as representations on the basis on which children are entered into the Nursery.

20. Closure

If, in circumstances beyond the control of the preschool, it has to be closed on any day or days on which the preschool would normally be open then the preschool shall not be liable to refund any fees paid by you in respect of such day or days and shall not be liable to you for any loss incurred by you in respect of such closure including any loss incurred arising from the cost of any alternative child care arrangements that may need to be made by you as a result of such closure.

The Agreement:

The Registration Form and these Terms and Conditions represent the understanding between St Bernadette’s Bees Preschool and the Parent(s)/Guardian(s). The signing of the Terms and Conditions, and the date that written confirmation of your child’s place at St Bernadette’s Bees Preschool is issued, gives rise to a legally binding contract on the above terms between yourselves and St Bernadette’s Bees Preschool and constitutes commencement of the Agreement. Any breach of the Terms and Conditions will result, if necessary, in your child’s place being withdrawn and possible court action to recoup any money owed to the Pre-School.

I understand the terms and conditions of St Bernadette’s Bees Preschool and agree to abide by them. I understand that the preschool reserves the right to amend the terms and conditions from time to time and that I will be given reasonable notice of any such amendment.

Parent /Guardian 1

Parent / Guardian 2

Print Name:

Print Name:

Signed:

Signed:

Date:

Date:

Relationship to child:

Relationship to child: