

DIOCESE OF SALISBURY ACADEMY TRUST
PRE-SCHOOL TERMS AND CONDITIONS
(including Charging Policy)

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

General

It is the parent/ carer's responsibility to inform us of any changes in circumstance, especially contact telephone numbers.

Property & Clothing

1. We do not accept any responsibility for any loss or damage to children's property. It is the parent's responsibility to name and clearly label all items of clothing and lunch box if used. We suggest that all toys, books or other equipment are left at home.
2. Footwear should be appropriate for comfortably using a range of physical equipment and be easy for the child to put on and fasten independently. *Inappropriate footwear could hinder your child from accessing certain activities and cause injury.*
3. Clothing should be practical and comfortable to ensure that your child can participate fully in painting and messy activities. This also encourages independence in toileting and self-care. *We do not recommend clothes that cannot be easily washed.*
4. Parents/Carers of children wearing nappies must provide their own nappies, wipes, cotton wool and creams.
5. Jewellery is not appropriate for our setting and can cause serious accidents. Stud earrings if ears are pierced are acceptable.

Security

6. It is the parent's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Health and Medical

7. Despite extensive risk analyses and all efforts to remove hazards, accidents can happen. All such incidents are recorded, monitored and reported back to the parent/carer, who will be asked to sign an accident book. Where an accident is of a serious nature we will contact the parent/carer or the emergency contact to advise them of what has happened and what action is being taken. Where necessary we will contact the child's doctor or the emergency services.
8. The EYFS department cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescription medicine, it is the responsibility of the parent/carer to notify the manager or key person and to sign the necessary form of consent prior to any medication being given.

Calpol and or Paracetamol will not be administered unless as part of an additional medical need.

9. If your child becomes ill during a session the EYFS manager will contact the parent/carer or the emergency contact indicated on the registration form. Any child who has been sent home because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return for 48 hours.

Any child who has had sickness and/or diarrhoea must stay away from nursery for 48 hours.

10. If your child is suffering from a communicable illness they should not be brought to school until such time as the infection has cleared.

Fees and Payments

Please refer to the fees sheet for information on our sessional charges.

11. Fees for sessions in excess of the funded hours are invoiced at the beginning of each term. Instalments are permitted but balances must be cleared by the end of the term. Payment can be made via BACS to the account noted on your invoice. Cash and cheques are not accepted. Childcare vouchers are accepted.

12. One month's written notice is required if you no longer require the place or wish to withdraw your child from the setting or reduce their attendance. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.

13. Refunds will not be given for absence due to illness or holidays.

Non-payment of fees

14. If the invoice balance is not received by the end of the term and you have not alerted us to any problems relating to your payment or invoice, we reserve the right to terminate your child's place and to take further action as necessary in order to recover the funds.

Late Collection

15. If you are running late collecting your child, you must inform the school office. A lateness fee may be charged as follows: If you are up to 15 minutes late to pick up your child/children, there will be a charge of £5 made. Thereafter an additional £5 per 15 minutes or part thereof will be charged. This will be added to your next invoice.

Attendance

16. It is expected that children attend the Early Years setting regularly unless there is a valid reason. Non-attendance or continued poor attendance may result in the withdrawal of the place and it being offered to another child.

17. Allocated sessions cannot be changed on an ad-hoc basis. If you wish to make changes to your child's sessions we will do our best to accommodate this. All changes must be made in writing and at least four weeks in advance.

18. Additional sessions can be booked should there be place availability at the time. You will be charged separately for these sessions.

Admission

19. Typically, places are offered on a first come-first served basis and we hope to cater for all children within our local area. In the event of over subscription, we will be offering Early Years education in the following preference:

1. Siblings of children currently attending the first school and living in the school catchment area.
2. Siblings of children attending the first school.
3. Children who will attend the first school and live in the catchment area.
4. Children referred by an outside agency.
5. Children who will attend the first school.
6. Any other child.

We reserve the right to remove/add/change these Terms & Conditions without notice.