



Terms and Conditions

Preschool Places and Bookings

A fully completed registration form must be received with a copy of your child's birth certificate before your child can start. All full and part time sessions must fit in to the session times detailed in the prospectus. We suggest that a minimum number of two sessions per week should be booked during term-time.

Registration Fee and Deposit

A £20 non-refundable registration fee is required. This is payable at time of registration. This contributes to snack and a Little Steps Preschool book bag.

Fees and Invoicing

Fees are billed in advance on a monthly basis. If fees are payable, they are required to be paid in full by the invoice date. We reserve the right to charge late fees of £5 per week for any payments not made by the invoice date. Payments may be made by cash, internet-banking or employer childcare vouchers. Continual failure to meet payments may result in the termination of the preschool place. In such cases, the parent remains responsible for all outstanding fees. Please note all sessions, including those which fall on bank holidays during term time, will be charged.

Late Collection of Children

It is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge £5 for every five minutes late to cover our costs, as staff may have to be paid overtime.

Preschool Closure

Little Steps Preschool will be closed for Polling days and church congregational funerals we aim to give at least one weeks notice however this is not always possible.

Termination/Cancellation Change

We require one months written notice should you wish to terminate a preschool place for any reason. Parents/Carers remain liable for fees throughout the notice period. We reserve the right to terminate a preschool place with immediate effect if fees are not paid by the due date or if a parent/carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other cases, one months notice will be issued in writing should we wish to terminate a preschool place for any reason. If a start date is postponed or cancelled we reserve the right to withhold the £10 deposit. If you wish to change the number of sessions please speak to a member of staff.

Behaviour Management

Children who are deemed (by the Manager) to be disruptive or are displaying inappropriate behaviour may be required to be removed by the parents/carers from the preschool, however we will work with parents/carers to avoid this wherever possible. We have a behaviour plan in place to support children and families.

Liability and Insurance

We have extensive insurance cover-full details are on the notice board.

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged.

We accept no responsibility for children whilst in their parents/carers care on preschool premises.

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the preschool. If the preschool is obliged on these occasions to pay the staff, then the preschool reserves the right to charge for any session which your child would have attended if the preschool had not been closed due to circumstances beyond its control.

Accidents and Illness

We reserve the right to administer basic first aid and treatment where necessary. Parents/carers will be informed of all accidents and required to sign an accident form.

For accidents of a more serious nature, involving hospital treatment, every effort will be made by the preschool to contact parents/carers but failing this we are hereby authorised to act on behalf of parents/carers and authorise necessary treatment.

We will only administer prescribed medicines if parents/carers complete a 'medicine consent form'; however, the first dose must be given at home and medicines must not be left on the preschool premises overnight.

We require parent/carers to withdraw their child from preschool in the event they require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease. We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents/carers of cases of such diseases or infections within the preschool. We reserve the right to contact parent/carers at any time if their child becomes ill during normal preschool hours.

Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk.

Parent/carers are required to inform preschool if their child is suffering from any illness, sickness or allergies by text.

Security

Under no circumstance will a child be allowed to leave preschool with anyone unknown to preschool staff unless the parent/carers has made previous arrangements. A list of responsible adults who are authorised to collect their child should be written in the registration form and a security password will be required.

General Information

Parent/carers are required to inform preschool of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or allergy. Parent/carers must provide full details, in writing, of the severity of the reaction and must keep the preschool informed of any changes to their condition.

Agreement

We reserve the right to update/amend these Terms and Conditions at any time with one months written notice.

Parent/carers name _____

Signed _____ Date _____