



## **PARENT CONTRACT**

We believe that there needs to be a formal agreement between the Pre-School and Parents. The contract will outline the obligations and commitment, of both the Pre-School and the Parent(s).

This is a contract between the Little Saints Pre-School (referred to as 'the Pre-School') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Pre-School.

The Pre-School: -

1. Will be known as 'Little Saints Pre-School' and will operate from St Nicholas School (Harlow) Ltd, Hillingdon House, Hobbs Cross Road,
2. Is registered with Ofsted as a Day care Pre-School and operates within their regulations, guidelines and rules. Their Inspectors regularly visit the Pre-School to ensure the appropriate standards of care & education are being provided.

The Contract: -

- a) The minimum contract period is for one term.
- b) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of one terms written notice, commencing from the first day of the term, to reduce or cancel your child's normal booking.
- c) Increasing your booking is subject to availability.
- d) Early Years Pre-School Education Scheme places or special short-term contracts are available, subject to agreement and availability of places.

HOURS OF OPERATION Monday to Friday 07.30am to 5.30pm. Late collection is charged at £20 per ten minutes after the end of your child's session.

For Children who move through to the pre-school from Rocking Horse Nursery and will be attending all year round, we will be closed on all statutory holidays which are charged in full, including charges for Christmas Day and Boxing Day which fall between the Christmas closure. We will also be closed on Christmas Eve and between Christmas and New Year at no charge.

For children that attend term time only, the pre-school will be closed on all statutory holidays and you will be charge in full for those that occur during your child's usual attendance pattern.

MONTHLY FEES Monthly fees are at the prevailing fee schedule. It is the policy of the school to keep fees at a realistic level commensurate with good educational practice, thus ensuring stability, continuity and the maintenance of the best service possible to parents and pupils. Fees are liable to an annual increase with effect from September each year. The Governors will always endeavor to give a term's notice of any change in fees, but they reserve the right to increase the fees without a term's notice in the event of circumstances over which the Governors have no control.

**GOVERNMENT FUNDING** Parents who qualify for funding will have this amount deducted from the invoice. Only 15 hours of funding can be taken, with a maximum of 3 hours per day.

**PAYMENT POLICY** Parents agree that all monthly fees (full time and part time attendance) will be paid on the 1<sup>st</sup> day of each month in advance using the Blossom App. Additional sessions will be added to the following months invoice. Unpaid fees are subject to a £50 late payment fee if fees not received by the 7th day of the month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. (This includes sick days and holidays booked.)

**TASTER SESSIONS** All children will be invited to attend a taster session in the Pre-School prior to their start date. This is an informal chance for your child to spend some time in the setting, accessing the resources and for the Pre-School staff to observe your child to ensure they are ready to start with us. If we feel that your child is not ready, we will suggest a return visit at a later date. Following a successful taster session, your child will be able to start at the Pre-School. Settling sessions are based on the individual child's needs and will be arranged according to how the taster session went. If your child does not start with us because we do not feel that we can meet your child's need at the Pre-School your £250 deposit will be refunded to you.

**ILLNESS POLICY** Please advise the Pre-School prior to 8:30 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the Pre-School. Children will not be allowed to return to Pre-School until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Pre-School. Please refer to our sickness policy for more information about this topic.

**LATE ARRIVAL/PICKUP POLICY** Please advise the Pre-School immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 5.30pm. If you are not able to pick up your child by 5.30pm alternate arrangements must be made. Please notify the Pre-School if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used.

**TERMINATION** The Pre-School reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children.

**WITHDRAWAL Notice Period:**

Due to the long-term commitment, we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of a full terms written notice, to reduce or cancel your child's normal booking. Notice must be presented, in writing, to the Headmaster by the first day of term at the end of which a child is due to leave, or, in the case of withdrawal from the Acceptances list, of the term before entry. The Headmaster will send a written acknowledgement, at which point notice will be deemed served. In default of the required written

notice, duly acknowledged, a full term's fees will be charged. Any costs incurred in the recovery of unpaid fees or fees in lieu of notice will be added to the fees due.

**CHANGING SESSIONS** Sessions may be swapped or extra sessions added following discussion with the Pre-School Manager and depending upon availability. A full term's notice is required if fewer sessions are to be attended, otherwise a term's fees for the relinquished session(s) will be due in lieu of notice.

**HEALTH & SAFETY** For any health & safety queries please arrange to meet with the Pre-School Manager. We would ask all parents to make sure doors/gates are closed when entering or leaving the pre-school area and that they are mindful of little fingers. If the Pre-School has to close due to any health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

**REGISTRATION** A non-refundable registration fee of £100 (per child) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full.

**DEPOSIT** A deposit of £250 will be payable within one month of registration and will be refunded when your child leaving the setting and the correct notice period have been given.

**POTTY TRAINING** It is our expectation that all children will be reliably toilet trained before they start attending Little Saints Pre-school. If a child does start and it is apparent that they are unable to make their toileting needs known to an adult, their place will be put on hold for a maximum of half a term. If your child is not ready to start on your requested start date due to them not being toilet trained, we will allow the start date to be moved once by a maximum of half a term. The place will not be held after this time and you will lose your deposit of £250.

**BEHAVIOUR MANAGEMENT** If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to Little Saints Pre-School will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the Pre-School in gaining help and advice from outside agencies then Little Saints Pre-School reserves the right to terminate the parent's contract and will no longer provide care for that child.

**WHAT TO WEAR** Please see the following website for a full list of pre-school uniform. Uniform is compulsory for all pre-school children. Navy leggings/track suit bottoms should be worn with black trainers (no laces).

Please note that no jewellery, including earrings are to be worn.

[www.createidentitee.co.uk](http://www.createidentitee.co.uk)

**MOVING ROOMS** We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room.

**DATA PROTECTION** I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of Pre-School or out of school club business.

**SAFEGUARDING** I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

**NON -SOLICITATION OF STAFF** a. The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of the Rocking Hose Pre-School ('the Company') any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement. b. If the parent/guardian shall breach clause 10(a) then (s)he shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

**EXCLUSION** If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

**SPECIAL NEEDS** Please let us know if your child has a special need prior to commencement as it is possible that the Pre-School will not be able to meet your child's need.

**BELONGINGS** The Pre-School does not accept any responsibility for personal belongings which may be lost, including items of clothing even where they are properly labelled.

#### **ACCEPTANCES**

- a) The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.
- b) The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.