



Contract; Your Rights and Responsibilities

1/. Opening Hours

Whitchurch Pre-School will open Tuesday and Wednesday 9am – 1.30pm, and Thursday and Friday 9am – 3.00pm. We operate on a term time basis, opening 38 weeks a year.

Hours are reviewed annually by the management committee, who reserve the right to make changes depending upon business need.

2/. Fees

As a registered charity, we are reliant on the prompt payment of fees. We do not charge a registration fee and accept bookings on good faith, unless there is a record of prior difficulty. Invoices will be issued at the beginning of each half term, as soon as funding entitlements are known and calculated. Payment is preferred via Internet banking or cheque/cash to the Leader. Please place in a named envelope. Please pay within 14 days. If your payment is not received, a reminder will be issued. If fees remain unpaid, pre-school reserves the right to charge a penalty and/or your child's place at preschool may be suspended. Please come and speak to the Leader if you have any concerns; we are happy to make alternative arrangements to support our children and their families.

If you wish to change your child's sessions, this can be done at the end of term prior to the change beginning or within the first few days back. Any changes after this will be at the Leaders discretion. A minimum of one months notice for any reduction of hours is required.

A minimum of one months notice is required if you decide to leave Whitchurch Pre-School, preferably in writing or payment in lieu of 1 months fees. This is in line with Dorset County Council's Early Years funding regulations.

A 50% discount will be given if you take your child on holiday, provided 1 month's notice is given. If your child is absent due to sickness or other reasons, the fee will remain in place as the pre-school will have kept a place available, and still employed staff to care for your child. In the case of a long-term absence, the Leader will liaise with the management committee and a discount may be agreed.

Sessions costs are based upon £4.50 per hour for over 2's, from Summer term 2017, and 25p additional charge for fruit or other healthy snack, per session. Fees are subject to annual review by the committee.

It is the responsibility of parents to ensure the funding application is fully and correctly completed, to claim the correct amount of funded hours.

3/. Tapestry (Children's Interactive Learning Journey)

All parents/carers must agree not to upload any photos from Tapestry containing any child other than their own to any other form of media or social media such as Facebook. This is to ensure we comply with child safeguarding procedures. Failure to comply with this do this will mean parents will be unable to access their child's Tapestry account unless using our own computers at pre-school.

4/. Child Health

Please let pre-school know as early as possible if your child is unable to attend pre-school. It is a parent's responsibility to ensure the child is well enough to attend pre-school, and that any child with sickness or diarrhoea is kept away from pre-school for at least 48 hours after the sickness has ended. For other types of illness, the child should be symptom free for 24 hours before returning to pre-school. We will ask for a child to be taken home if we feel they are unwell.

Pre-School staff are only able to administer prescribed medicine which should be brought into pre-school in its original container and clearly labelled. Parents must give prior written permission for the administration of medicine.

If your child wears nappies or is learning to use the toilet, please provide spare clothing and adequate nappies and wipes in a named bag. These will be kept in our warm nappy changing area ready for use as agreed between parents and key worker. Please refer to our Intimate Care Policy.

5/. Child Protection & Safety

The children's welfare and safety is our priority and we reserve the right to report to authorities any child who we feel may be at risk of harm.

We work hard to ensure the children's safety at all times and ask visitors to maintain this by driving safely in the car park, close gates and doors behind them as appropriate and not allow any person into pre-school, whether known to you or not. A member of staff must always allow entry and exit from the building.

6/. Late Arrival/Pick up policy

Please advise pre-school immediately if you will be arriving late to pick up your child, and have been unable to make alternative arrangements. We accept that this can happen but expect these occasions to be the exception rather the norm. Please remember the staff team are almost all parents and need to leave promptly to get to their own school pick ups. If you are consistently late to collect your child, or uncollected child policy will be applied.

7/. Adult Behaviour, mobile phones and no smoking

All adults need to behave in an appropriate manner using appropriate language when in and around pre-school. We do not allow mobile phones to be used on the premises and of course, there is a no smoking rule within the pre-school and immediate area. Parents are also asking

not to smoke in the car parks or playground whilst pre-school is in session or during drop off and pick up.

8/. Staff Employment

If a parent wishes to employ a staff member outside of Pre-School working hours, they must inform the Leader in writing. Please note we accept no responsibility or have insurance for this kind of work including babysitting.

9/. Whitchurch Pre-School reserves the right to refuse any child a place. We also reserve the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and wellbeing of the other children and/of staff team.

10/. I confirm that I have read this contract and all of the Whitchurch Pre-School policies and agree to the responsibilities noted.

Copies of policies are available in the welcome area and on our website www.whitchurchpreschool.com . The website is always a work in progress and will be updated regularly.



Parent Contract; Your Rights and Responsibilities

Please sign and return.

I confirm that I have read this contract and all of the Whitchurch Pre-School policies available in the welcome area and on our website www.whitchurchpreschool.com, and agree to the responsibilities noted.

Child's name

Parent/Carer signature

Parent/Carer full name

Relationship to child

Manager's signature

Dated