

ST. JOSEPH'S CATHOLIC PRE-SCHOOL, WORCESTER
'Following Jesus in all we do'

Pre-School and Breakfast Club Terms & Conditions

We believe these standard terms and conditions reflect the custom and practice of Pre-School. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of our setting. Nothing within these terms and conditions affects the parent / carer's statutory rights.

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.

Welfare of the child

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our Pre-School, and the rights and freedoms of others.

Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

Health and medical matters

If your child becomes ill during a session the staff will contact the parent/carer or the emergency contact indicated in the child's Data Pack. Parents must inform the Pre-School immediately of any changes to these contact details. Any child that has suffered from sickness or diarrhoea must not return for **48 hours after** the symptoms have cleared.

If your child is suffering from an infectious illness your child should not be brought in until such time as the infection has cleared. Details of the infection control guidelines are available from the staff. Parents/carers should refer to this information for minimum periods of exclusion from the Pre-School.

Parents/carers are required to notify the staff if your child is absent from the Pre-School through sickness/illness.

The Pre-School cannot administer any medicine to a child unless prescribed by a doctor and a Medicine Consent Form has been completed.

Food and dietary requirements

We will work with parents/carers to provide suitable food for children who have a special dietary requirement or food allergy.

Disclosures

Parents must, as soon as possible, disclose to the staff any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Fees

Pre-School and Breakfast Club fees are charged monthly in advance and must be paid by the first day of the month to which they relate. If Fees are not paid by the first day of the month to which they relate then a Late Payment Charge of £15 will be made. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the Pre-School and Breakfast Club, including sickness and holidays.

Fees will be subject to annual increase on notice from the manager.

One month's written notice is required if you no longer require the place or wish to withdraw your child from the Pre-School and Breakfast Club. 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.

Four weeks written notice is required for any reduction in sessions attended. If an increase in session is required, then parents should request a Permanent Amendment To Sessions Form from the Pre-School Manager.

Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Pre-School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents.

No compensation will be paid or refund given if the Pre-School has to be closed due to any reason beyond our control, such as power failures or weather conditions.

Exclusion for non-payment

Children may be excluded if fees remain outstanding more than 5 working days beyond the due date and the registration terminated.

Late collection

Parents/carers collecting children late on a persistent basis should note that the Pre-School reserve the right to make a surcharge. This will be a charge of £5 per session per child on each occasion.

Belongings

The Pre-School does not accept responsibility for accidental damage or loss of property.

Insurance

The Pre-School undertakes to maintain those insurances required by law. Details of these are available from the Manager. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board.

Child protection

It is understood that the Pre-School is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to the Pre-School, its employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a place.

Security

For reasons of safety, children will only be allowed to go home with the adults named by you in your child's data pack. If you wish your child to go home with any other adult then written notice must be received in advance. (Obviously in a genuine emergency a telephone call will suffice, during which we will require you to give us a password which the collecting adult MUST be able to repeat).

Data protection

It is a legal requirement on the Pre-School to hold information about children using the Pre-School and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked cabinet.

Legal contract

The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.

These terms and conditions are governed exclusively by English and Scottish law.