

Springfields Pre-school Parental Contract



Opening Times

9.00am – 3.30pm (booking required, parental signature required upon arrival and collection)

Sessions available:

9am-12noon £15 (accepting 15 / 30 hrs funding for this session)

12noon-12.30pm £7.60 / or £6.10 for Think2 - incl. meal (not accepting 15 / 30 hrs funding for this session)

12.30pm-3.30pm £18 (accepting 15 / 30 hrs funding for this session)

9am-3.30pm £35 (accepting 15 / 30 hrs funding for the session excl. lunchtime session 12-12.30)

Bookings and Cancellations

Advance booking is required for all sessions. Please fill in the relevant booking form if you require permanent sessions. If you require an emergency booking on the day, please telephone our school office on 01785 337310 and speak to the Office Manager who will check the availability with the Pre-school. We require a one month's notice for permanent cancellation of a permanent session. All absences must be paid for. If your child will not be attending a session for any reason, please telephone the school as soon as possible to inform us of the intended absence.

Fees

Fees are collected via the ParentPay online banking system which is overseen by the school office. Parents are provided with a login to access their account and view/settle outstanding fees. This is a "live" system and the sessions are updated on a weekly basis.

You are able to add credit to your ParentPay account in advance and any arrears must be settled by the 14th of the following month at the latest apart from the month of July when a full advance payment for the month is required by the 14th of July. Please note if you pay by childcare vouchers, it can take up to 4 working weeks to process from date of the payment to reaching our school bank account and your ParentPay account updated, therefore the account will show in arrears until then.

Message reminders are sent out by our school office staff at least one a month.

Late Payments

If you are unable to pay your fees due to personal difficulties you need to speak to the Office Manager immediately. At this point a method of repayment can be agreed. If the fees are not paid by the 14th of the following month or in advance in month of July, and there has been no notification of reasons the Office Manager will follow this up and a late payment charge of £25 on the 15th of the month may be incurred. After this stage, the place in the Springfields Pre-school will not be available for your child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. Please note if Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary.

As a final course of action, the debt recovery will be passed to the local authority.

Discipline

The Springfields Pre-school falls under the Springfields First School discipline policy, which has been formulated in the ethos of the school and adopted by the Governors. In case of persistent breach of discipline, we reserve the right to withdraw your child's place without notice.

Sickness and Accidents

It is important for you to make sure that your child's enrolment form is updated as necessary with contact details and health information. We need to be fully informed of any changes in your child's health, such as the onset of allergies or any illness your child may be suffering from. Should a child become ill or incur an injury whilst in our care, every effort will be made to contact the parent/carer. Emergency medication may be given with your written consent. Forms are available in from the school office or from the Springfields Pre-school staff. We ask that if your child develops a doubtful rash, sore throat, discharge from eyes, diarrhoea or anything else that could be passed on to other children you keep him/her at home and inform your GP.

Collection

Please ensure we are informed if anyone other than the regular person will be collecting your child. We will require details of their name and contact number. If, in an emergency, you are going to be late collecting your child, please us immediately.

Personal Property

We discourage personal items being brought to the Pre-school. The Springfields Pre-school cannot be held responsible for any loss or damage to a child's personal property.

The main aim of the care we offer is the safe and happy well being of your child. If for any reason your child is not happy or has a particular problem, please do not hesitate to speak to the manager who will do her utmost to resolve the matter.

I have read, understand and agree to abide by the policies and procedures pertaining to Springfields Pre-school.

Parent Name in block capitals **Signed**

Childs Name **Date**

Session commitment form

CONFIDENTIAL

Session	Time	Fee (daily)	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	9.00am – 12noon	£15					
Morning session incl. lunch	9.00am – 12.30pm	£22.60					
Lunch time session *	12noon – 12.30pm	£7.60 / £6.10 (Think2) – incl. lunch					
Afternoon session	12.30pm – 3.30pm	£18					
Afternoon session incl. lunch	12noon – 3.30pm	£24.10 – incl. lunch					
Full school day session **	9.00am – 3.30pm	£35 – incl. lunch					

*not available to use 15 / 30 hrs funding

** 15 / 30 hrs funding available 9.00am-12noon and 12.30pm-3.30pm

I confirm my child will attend all sessions as per booking sheet above. I understand this is a firm fully chargeable session commitment.
(please relate to enclosed contract regarding cancellations, booking changes etc.)

Child's name

Parent's name (print)

Parent's signature

Date