

# ASHENGROUND COMMUNITY PRESCHOOL



Telephone: 07591 309509

E-mail: [ashengroundspreschool@gmail.com](mailto:ashengroundspreschool@gmail.com)

Website: [www.ashengroundpreschool.org](http://www.ashengroundpreschool.org)

Southdown Close  
Haywards Heath  
West Sussex  
RH16 4JR

## **Terms and Conditions**

### **Admission:**

A completed Registration Form and Registration fee of £20 are required to secure your child's place unless you are only claiming your free entitlement.

### **Registration Fee:**

The registration fee of £20 covers administration and settling in sessions.

### **Fees and Invoices:**

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by cash, bank transfer (sort code 40-52-40 account number 00034226) or cheque made payable to Ashenground Community Preschool. We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Any parent or carer whose fees remain unpaid without prior agreement of the Preschool Manager, risks their child's place at the preschool being withdrawn.

Unless we are in breach of these terms all booked sessions must be paid for regardless of the child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of day's childcare provided each month may vary. Bank holidays and staff training days will not be charged for.

If you expect to be late collecting your child, please notify the preschool as soon as possible. If your child is collected late, the preschool reserves the right to charge the additional time at the standard hourly rate. The preschool is not responsible for collection of fees from any third parties except in the case of statutory preschool education funding allowance. The preschool will give parents and carers two months' notice of an increase of fees which will normally be reviewed in April.

### **Opening times:**

The Pre-school is open term time only.

**Morning Sessions** Monday to Friday 9.30 - 12.30, **Afternoon Sessions** Monday, Thursday, and Friday 12.30 - 15.00. **Breakfast Club** 08.00 – 09.30 Monday to Friday. Please refer to our Price List.

### **Termination, cancellation and change of session:**

One month's notice is required by either party for any change of session or termination of this agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the agreement form.

The preschool reserves the right to terminate this agreement with immediate effect in case of non-payment of fees or if a parent, carer of child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination of this agreement. In all other cases the standard notice period of one month will apply.

### **Insurance:**

The preschool has extensive insurance cover for preschool based activities. Details of the insurance may be requested from the Ashenground Community Centre Manager. The certificate is displayed in the preschool.

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## **Personal property and belongings:**

The preschool cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the preschool staff to ensure that property or the belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled.

## **Liability:**

The preschool accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the preschool being temporarily closed or the non-admittance of your child to the preschool for any reason. We accept no responsibility for children whilst in their parent's care on preschool premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

## **Accidents/Incidents and illness:**

The preschool reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents/incidents and will be asked to sign an Accident/Incident record form. If emergency treatment at the hospital is required, the preschool will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from preschool in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend preschool.

We may also ask parents to withdraw their child from the preschool if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the preschool if the child is suffering from any illness, sickness, or allergies before attending the preschool. The preschool is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the preschool is bound.

## **Agreement:**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the preschool. Any other understandings, agreements, warranties, conditions, terms, and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these terms and Conditions at any time. One week's notice will be given of any changes made.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (parent)..... Date .....

Print name .....