

Terms and Conditions – Bowdon Preschool at Bowdon Parish Centre

1. General

Age of Admittance

From the day a child becomes aged 2 years until primary school age.

Hours of Opening and Weeks

The Preschool is open Monday to Friday from 9.00am to 2.30pm. Session times are 9.00 am to 12.30 pm for a three and a half hour session, 9.00 am to 1.30 pm for a four and a half hour session or 9.00 am to 2.30 pm for a five and a half hour session. The preschool is term time only and follows the term dates of Bowdon Church School for pupil attendance. We are therefore closed during school holidays and bank holidays.

Settling In / Gradual Admissions

It is our aim to allow all children time for settling in. We do this with a bespoke plan for each and every family so that the child can form relationships with their carers and become familiar within the preschool surroundings. As each child is an individual the settling in period can vary. We find this normally takes 2-3 sessions. Home visits can also be made available upon request.

We recommend that a parent attends the preschool with their child before the start date for settling in until he or she is happy to be left. Parents will be asked to read policies and procedures and staff can obtain the relevant child related information and consent to ensure a smooth transition into preschool.

Changes

We reserve the right to make amendments to the terms and conditions of your preschool contract by giving a term's notice. The current terms and conditions are published online.

Change of Details

You must immediately inform us of any changes to your contact numbers and address as well as medical information and parental consent.

Court Order

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Parental Responsibility

You may be asked to provide your child's birth certificate or a court order to help clarify parental responsibility.

Nappies

Parents are asked to provide supplies of their preferred nappies and additional nappy changing materials when required and regularly replenished. These should be provided in a named bag and brought into preschool each time a child attends.

Off Premises Visits

Staff will occasionally take the children for visits off premises during the course of their sessions in accordance with statutory staffing requirements and parental consent being obtained. Consent is sought when you join preschool.

Mobile Phone

To ensure the safety and wellbeing of all children who attend our nurseries we enforce a no personal mobile phone usage within our settings. Should you be on your personal mobile phone as you arrive at the preschool can we please ask that you conclude your phone call before entering the premises and do not use it again until you have left the preschool.

Equal Opportunities

We are an equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

Preschool Closure

If the preschool has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative preschool facilities to you.

If the closure exceeds 2 days in duration (excluding any days when the preschool would otherwise be closed), we will credit you with an amount that represents the number of days the preschool is closed in excess of 3 days.

Complaints or Concerns

Customer satisfaction is of paramount importance to us and any concerns/complaints should be reported to the manager for investigation. If you have any concerns regarding the services we provide, please discuss these with your child's keyworker. If these concerns have not been resolved to your satisfaction please contact the Preschool Manager. In the unlikely event that your concerns remain unsolved then please bring them to the attention of Mrs Herrington, Preschool Owner.

Data Protection Registration

This is in effect under the Data Protection Act 1998.

Preschool Ethos

The ethos of the preschool is Christian and includes religious aspects such as a daily prayer or biblical stories appropriate to the age of the children. Celebrations and festivals of many faiths are covered in our curriculum. If this is not acceptable to you we suggest you look at alternative provision for your child.

Photography

Photographs are taken regularly to inform observations and assessment records. These are shared with you digitally via an online learning journal. At events where visitors attend such as the fire service or visits to church then parents often take photographs. If you do not want your child in such photographs please inform us in writing. Occasionally other people's children will be visible in photographs, we ask you not to display these photographs on social media.

2. Medical

Emergency Treatment

Serious accidents rarely happen, but if they do whilst in the care of preschool your child will be given basic first aid treatment by trained staff. This will include the treatment of minor cuts, bumps or bruises. Should an accident happen that requires a doctor, parents will be contacted immediately to arrange collection of their child. Should urgent medical treatment be required then an ambulance will be called without delay to transport a child to hospital. Advice may be given via the telephone

by emergency services personnel to preschool staff and this advice and or treatment will be followed and administered to the best of the staff member's ability.

Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Preschool does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

Accidents

All Parents will be informed and required to sign the accident book if a child has had an accident whilst at preschool.

If your child has had an accident since their last attendance please advise the Preschool Manager on arrival. An accident on arrival form may be completed at this point.

Sickness

The Preschool will make every effort to notify parents should their child become ill at the Preschool. The preschool manager reserves the right to call for an ambulance to transport the child to hospital in an emergency. Please note minimum exclusion periods apply for certain illnesses and must be adhered to.

Minimum Exclusion Period for Preschool

Disease / Illness	Minimum Exclusion Period
When on Antibiotics:	First two days at home
Chickenpox:	7 days from appearance of the rash
Conjunctivitis:	24 hrs at home with prescribed medication if unwell
Diarrhoea:	48 hrs at home since the last incident
Gastroenteritis:	Until authorised by District Community Physician
Hand, foot and mouth:	3 – 5 days from the appearance of the blisters
Impetigo:	Until the skin is healed
Infective hepatitis:	7 days from onset of Jaundice
Lice:	Until appropriate treatment has been given
Measles:	7 days from appearance of rash
Meningitis C:	Until recovered from illness
Mumps:	Unless the swelling has subsided and, in no case less than 7 days from the start of treatment
Plantar warts:	No exclusion. Should be treated and covered
Poliomyelitis:	Until authorised by District Community Physician
Rubella:	4 days from the appearance of the rash
Ringworm of Scalp:	Until cured
Ringworm of Body:	Seldom necessary to exclude provided treatment is being given
Scabies:	Need not be excluded once appropriate treatment is given

Scarlet fever:	No less than 3 days from the start of treatment
Tuberculosis:	Until authorised by District Community Physician
Typhoid fever:	Until authorised by District Community Physician
Vomiting:	48 hours at home since the last sickness
Whooping Cough:	21 days from the onset of paroxysmal cough

Contagious Disease

You must not allow your child to attend the preschool if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the preschool.

The Preschool reserves the right to refuse to accept children until the Preschool is satisfied they are not infectious. This is to protect other children from cross infection. The Preschool's exclusion policy is guided by the relevant local Authority.

If in doubt and your child is suffering from a doubtful rash, sore throat, discharge from the eyes, nose, diarrhoea or any similar symptoms; please keep the child at home until the doctor has certified that the symptoms have disappeared.

You must inform us immediately if your child is diagnosed with any allergy or intolerance.

Antibiotics

If your child is prescribed antibiotics, please keep them at home until 48 hours dosage has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Preschool staff after the child has been taking them for more than 48 hours at home, and only then with written authorisation from their parent by completing our medications register. All antibiotics must be prescribed by a doctor.

Medication

If your child becomes ill with a higher temperature than normal, Bowdon Preschool will endeavour to contact you for verbal consent for Calpol to be administered. If contact cannot be made, you give prior consent for a member of staff to give Calpol to the child as per instructions on the medicine bottle. A second member of staff will check the dosage is correct. You will then arrange for collection of my child as soon as possible after contact has been made.

3. Child Security and Protection

Child Protection

Any child who attends the Preschool, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care. Trafford Council's Safeguarding Board require by law for schools to accept responsibility to act in the best interests of the child at all times. This means that preschool is obligated to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent.

The Preschool has a full written policy on Child protection which is available from the preschool manager.

Delivery of Children

Children should be delivered by parents/carers into the care of a Preschool Staff Member. A member of staff will enter your child into the daily attendance register.

Collection of Children

Children will not be released into the care of anyone other than those named on the preschool registration form unless authorised by the parents personally, by telephone or in writing. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care. Persons unknown to preschool will be required to know the password that is on your registration form.

In addition, a personal visit of introduction by the parents of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

You are required to inform us immediately if you are unable to collect your child from preschool by the official collection time. If children are not collected at the end of the session time then a charge of £10 for every 15 minutes or part thereof is charged until the child is collected. All collections must be by an adult over 18 years of age.

Behaviour Management

The Preschool has a written policy on behaviour management which is available from the Preschool Manager.

The use of any form of physical chastisement, verbal humiliation, or aggressive handling of a child is not acceptable at the Preschool.

4. Property and Premises

Personal Property

We do our utmost to look after anything that is brought into Preschool, however no responsibility for loss or damage of personal property brought on to the premises by children or parents can be accepted by preschool. Valuable or precious items are best not brought into preschool.

Clothing

Parents are requested to send children in easily washable, clearly labelled clothing which is appropriate to the weather conditions. Please discourage your child from bringing items of value to the Preschool. Please provide a spare set of clothing for your child in case of an accident or the need for change of clothing.

Car Parking

Parking within the walls of Bowdon Parish Centre is intended for persons carrying out duties on behalf the church only, we ask you to respect that this car park is best reserved for the clergy, residents of Stamford Cottage and those with disabilities. Please do not double park or block other cars in. Please do not park along the wall of the churchyard as this is a public footpath.

5. Food and Drink

Water

Fresh drinking water is available to all children throughout the day, children are encouraged to be independent and pour their own drink.

Meals & Snacks

Children will be provided with drinks and snacks during the morning and drinks in the afternoon. Lunch boxes should follow the lunch box guidelines found in the handbook.

Nut Allergy

The Parish Centre is a multi use building and although the building is cleaned each morning prior to its use by Preschool, we cannot guarantee a nut free environment.

Milk Feeds

Formula bottle feeds are no longer required by children age 2 and above.

6. Preschool Registration

Registration Forms and Deposit

Registration forms are to be completed digitally via the website before a child can be accepted for entry into the Preschool. The minimum number of sessions recommended to benefit your child is two sessions weekly during term-time. To confirm a place that is offered to you we ask that a non-refundable deposit of £50.00 is made by BACS transfer to the Preschool account. Your deposit is deductible from the first month's fees.

7. Booking Patterns and Fees

Sessions

Sessions are calculated from 9 am to 12.30 pm or 9 am to 1:30 pm or 9 am to 2:30 pm.

Regular Booking Pattern

We book for 2, 3, 4 or 5 day sessions with any combination of session length. We may be able to offer sessions to meet the needs of a parent's shift pattern. Booking patterns are booked half termly in advance to allow us to staff the preschool appropriately.

Change of Booking Pattern and Additional Hours or Sessions

Should you wish to increase your booking pattern or require additional sessions or hours, these can be booked subject to availability, even at short notice.

To decrease your booking pattern you must provide us with thirty (30) days' notice in writing or by email to the Preschool.

Should insufficient notice be given then you will be invoiced for the full Preschool fees for thirty (30) days' notice from the date of any change as if the hours had not decreased.

Absence

Fees remain payable for periods of absence (Holidays and Sickness) as the child's place is kept open and staff and associated costs continue to accumulate and be met by the preschool.

Free Early Years Entitlement and Quality Premiums

Local Authority Free Early Years Entitlement (FEYE) places may be available for your child the term AFTER your child is 2 or 3 years old until your child starts primary school. This grant will be fully

administered by the Preschool on your behalf. A limited number of free places are given and after these have been allocated a quality premium is charged alongside the FEYE, this is detailed in our parent handbook. FEYE when available is for 15 hours of free preschool, per week, for 38 weeks (term time only).

Childcare Vouchers

Childcare vouchers are accepted for full or part payment of fees. Please check with your employer for its current scheme details. The voucher company pays the preschool directly following your instructions for payment. Voucher payments are to be made via your online account rather than paper vouchers.

8. Payment of Your Education Fees

Your First Invoice

We will create your first invoice from your child's first day of attendance until the end of the month. This invoice must be paid in advance or on your child's first day of attendance.

Payment of Fees (Monthly in advance)

Fees are due monthly in advance in accordance with your booking pattern by the 3rd day of each month.

We accept payments by direct debit or via online BACS method only. We are unable to accept cheques or cash.

We will never inform you of a change of bank account details via email. We will only advise of a change of our bank details in writing by hand from our nursery team. This is to help prevent fraud.

Additional Service Fees (Monthly in arrears)

Additional hours for extra sessions or hours or late collection are invoiced on the following month's invoice.

Your Final Invoice

We will create your final invoice from the date of your termination email. You will be required to pay the full fees for the thirty (30) days' notice. An email confirmation will be sent to confirming your notice has been given. Your child may attend during this time unless you have breached the Preschool contract terms and conditions.

9. Cancellation of Your Preschool Place

Termination of Contract

If you no longer wish to maintain your child's place at the Preschool you will be required to give thirty (30) days' notice in writing or by email to the Preschool.

We reserve the right to exclude a child from Preschool for any breach of the preschool contract. We may terminate your preschool contract if your child's or that of a parent's behaviour at the preschool is deemed by us to be unacceptable or endanger the safety and well-being of other children or our staff at the preschool.

Non Payment of Fees

If you are finding it difficult to pay fees please discuss this matter with Mrs Herrington, Preschool Owner. A private and confidential appointment or telephone call can be arranged.

If the payment of preschool fees is outstanding for more than 14 days after the 3rd of the month this may result in the termination of your preschool contract and the potential loss of your preschool place.

Upon termination of this contract the child shall not be permitted entry to the preschool. This shall be regarded as a formal demand for all outstanding monies and we will issue a final invoice and pass this to a debt collection agency for full recovery. In addition you will be liable for all associated debt collection fees and court costs.