

Terms & Conditions

Confirmation of place: The child's place will be confirmed in writing and will include details of the child's commencement date along with required sessions.

The place needs to be confirmed by the parent/carer by the date shown in the offer letter.

Nappies, wipes and nappy sacks are to be provided in a plastic bag daily basis by the child's parent/carer and named CLEARLY on the bag.

Pre-school Fees: Fees are payable within 2 weeks of attendance monthly in advance (Childcare Vouchers are accepted), the initial payment of fees will be determined by the child's commencement date with us and will include all sessions booked from that date, up to and including the remainder of that particular month.

The pre-school requires parent/carer a packed lunch for your child and promotes HEALTHY EATING FOODS.

The initial registration fee of £30 is paid to secure your child's place on the waiting list. Deposits are not refundable if a place has been offered and the place is not taken up.

The pre-school reserves the right to review the fees. In the event of there being changes to the fees, 6 weeks (half a term) written notice will be given.

Returned payments from the bank may incur an administration charge equal to any charges the pre-school may be charged by the bank.

If pre-school fees remain outstanding for 2 weeks the pre-school reserves the right to charge a late payment fee (10%) on any outstanding balance. If persistent non-payment continues we will refuse child entry until balance is paid.

If the child is collected later than 15 minutes, you will be charged of late collection fee due to continued operational costs in the setting.

The Early Education Grant is available to parents/carers from the term after your child turns three and this is reflected in our billing arrangements.

All EEE/ELE funding will be taken up to a maximum of 15 hours per week and the fund rate is different from the normal charge. If you enquire extra hours you then be charged in the normal rate for the extra hours.

Types of sessions & conditions of bookings: The pre-school provides morning and afternoon sessions which are permanently booked, recurring sessions requiring half a term (6 weeks) notice in writing should this be necessary to change.

Cancellation/Termination of contract: After the child's initial admission to the pre-school either party may terminate this contract or reduce sessions by giving business working 6 weeks' notice in writing. This period is subject to the termination not being due to non-payment of fees as outlined above.

During that said period the pre-school undertakes to continue to admit the child and the parent/carer undertakes to pay for all fees due. In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery half a term (6 weeks) fees in lieu of notice. Notice must be made in writing to the pre-school Manager.

Notification of Absence/Lateness: The parent/carer is expected to notify the pre-school if their child is going to be late or absent from the nursery and be still charged for the absent hours.

Unforeseen Closure: In the event of closure of the pre-school due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure or other causes beyond the reasonable control of the pre-school, the pre-school will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

Sickness/Emergency Treatment: Children must not attend the pre-school when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the pre-school, the parent or nominated carer will be contacted to arrange to take the child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the pre-school. The pre-school will conform to guidelines provided from the Health Protection Agency. In the case of an emergency the pre-school will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The pre-school will continue to make contact with their parent/carer if they had not been able to reach them immediately.

Complaints Procedure: The pre-school has a complaints procedure, a copy of this is held in pre-school, in compliance with Ofsted requirements.

Safeguarding Children Policy: The pre-school observes the Children's Act 2006.

Ofsted Registration: The pre-school is registered with Ofsted and complies with all Ofsted procedures.

Please note Prime Kids LTD Pre-school cannot accept responsibility for any lost/misplaced items left at the nursery or in the courtyard.

At Prime Kids Ltd Pre-School we are committed to working with parents and carers to provide a safe, caring and enjoyable environment for all children, we believe it is vital that parents and carers feel they can approach members of staff with any concerns they may have concerning their children or the setting. We ask that this is done in an appropriate and respectful way, taking care to request time with their key person or the manager.

We will email or call you once a place for your child is available, including the start date and days of attendance. If you need a particular day, please inform us and we will endeavour to accommodate this.

The pre-school reserves the right to change the above Terms & Conditions as and when the need arises. One month's notice will be given in writing to any changes.

As parent/carer, I acknowledge that I have read and agree to the Terms & Conditions set out above.

Name of Child: _____ DOB: _____

Address: _____
_____ Post code: _____

Signature Parent/Carer: _____ Date: _____