

Bampton Pre-School Playgroup

Terms & Conditions

Definitions

When used in the Bampton Pre-School Playgroup Terms and Conditions, these words have the following meanings

Parent(s) – The Parent(s) or Parent’s Partner or Legal guardian(s) of the child

Child – A Child (or Children) occupying a place at Bampton Pre-School Playgroup

Obligations of Bampton Pre-School Playgroup

Bampton Pre-School Playgroup shall

- Ensure that the premises and staff comply with all relevant legal requirements
- Implement a suitable educational curriculum for the children attending
- Provide a warm and caring environment, based on equal opportunities
- Ensure that Bampton Pre-School Playgroup is open at the times as published (subject to unforeseen circumstances)

Obligations of the Parent(s)

The Parent(s) Guardian(s) shall

- Answer all questions on the Registration form fully
- Pay any fees due promptly
- Provide a telephone number where a parent can be reached at all times whilst the child is at Bampton Pre-School Playgroup and a list of responsible adults who may collect the child from Bampton Pre-School Playgroup
- Provide written details of any allergies, medicines or conditions that the child may have
- Authorise the First Aid trained staff at Bampton Pre-School Playgroup to administer or permit the administration of emergency treatment to the Child if necessary
- Ensure that the child is collected from Bampton Pre-School Playgroup by the Parents(s), Guardian(s) or a designated adult at the correct time
- Telephone Bampton Pre-School Playgroup in the morning (before 9am) if the child is going to be off sick
- Notify all holiday requirements
- Give one months notice of intention to leave or pay one month’s fees in lieu of notice

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- Inform the Pre-School of any changes or increases of their child's sessions by filling in the form available from either the Supervisor or the Administrator. Please note: It is not possible to change and/or increase sessions in the current ½ term. The closing date for any changes appears on the relevant form.
- Parents should inform Bampton Pre-School of any change in marital status, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any material information relating to their child's health or individual requirements

The Children – Bampton Pre-School Playgroup may insist that the child or children are removed from the Pre-School in the event that

- The child requires medical care or attention which is not available
- The Supervisor at Bampton Pre-School Playgroup considers the Child to be disruptive or a threat to the other children
- The Supervisor at Bampton Pre-School Playgroup believes that the Child has a contagious disease which may endanger the health of the other children
- No fees shall be refunded to the Parent(s) in the event that the Child is removed from the Pre-School

Fees

When you register your child with Bampton Pre-School this reserves a place for your child to attend sessions as agreed between us, commencing on the agreed start date.

In order to register your child with Bampton Pre-School parents must complete and sign the registration form and submit the refundable registration fee of £20. This fee will be deducted from the fees or re-imbursed (if the child is funded) upon start of the child at Pre-School.

Bampton Pre-School Playgroup reserves the right not to admit any Child if the Parent(s) have not paid the fee due.

Fees will be charged at the beginning of the term and are due on receipt of the invoice. If fees are outstanding, action will be taken following the Pre-School's debt collection policy which will ultimately result in Small Claims Court proceedings.

Children receive funding from the County Council from the term after their 3rd birthday. Exact birth dates for those eligible are published by the County Council and given to Pre-School. Funding is received per child per hour attended and is dependent on a form being completed and returned to Bampton Pre-School each term. For the purposes of funding the 3 term system is used (Sept – Dec); (Jan-Easter); & (Easter – July). If a funding form is not returned by the set deadline we cannot claim funding and may charge for the sessions attended.

Where a child (over the age of 3) attends for more than his/her funded 15 hours, a charge will be made of £2.30 per hour for the additional time. Charges will be calculated as follows:

The first 15 hours the child attends in any normal week are deemed to be the funded hours and any extra hours are eligible for fees.

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Pre-School opening dates are determined by Bampton Primary School and Oxfordshire County Council. Where Pre-School is open for part weeks, we receive funding for the days we are open based upon an average number of children attending. In cases where Pre-School is open for incomplete weeks, fees are applied as follows:

For example a child attending a full day on Mondays, & Tuesdays and mornings on Wednesdays, Thursdays, and Fridays will be funded for Monday x 2 sessions, Tuesday x 2 sessions and Wednesday x 1 session. Fees will be charged for Thursday x 1 session and Friday x 1 session. Therefore if Pre-School was open for only Monday, Tuesday and Wednesday in a given week no fees would be charged. However if Pre-School was open for a Thursday and Friday in a given week fees would be charged in the normal way for the 2 sessions attended.

Bampton Pre-School Playgroup reserved the right to increase session fees giving 2 months written notice.

Fees are payable regardless of the child's absence due to sickness or holiday. In circumstances of serious long term illness fees can be waived at the committee's discretion.

The Registration Fee will be retained by Bampton Pre-School Playgroup in the event that the Parent(s) cancels the place held.

The Parent(s) must provide at least one month's written confirmation of any change in the Start Date once it has been issued.

Parent(s) must provide one month's written confirmation of intention to leave except when their child is leaving for school.

If you are in arrears with payment of fees owed, you will not be permitted to increase your child's sessions at pre-school until payment has been received or they become Government funded.

Any payment should be placed in the box marked "money" in the entrance area and should be in a clearly marked envelope (envelopes are available from Pre-School should you not have any) with your child's name, the exact amount and the purpose of the money (ie Lunch Club, Fees, Trip etc.).

The Parent(s) is obliged to pay fees during the notice period regardless of whether the Child attends or not.

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Parent helper rota

The rota-helper system requires a volunteer helper to attend each session of Pre-School. The helper can be Mum, Dad, Grandparent, or other Carer who can attend a session to generally help out and play with the children.

Parents are required to attend as many sessions as rota-helper per term as their child attends per week. Therefore if your child attends 3 sessions per week, you need to attend as rota-helper 3 times every term (eg September to Christmas, New Year to Easter, Easter to Summer Holidays).

If your child attends more than 5 sessions per week, the maximum rota-helper sessions we ask you to attend is 5 – although of course you are welcome to do more sessions than required! If you have more than one child attending Pre-School we only ask you to attend up to a maximum of 5 sessions. If you have difficulty in attending session as rota-helper please speak to the Pre-School supervisor as there are various other ways you can get involved such as gardening, joining the committee, washing equipment etc.

If you have younger children they are welcome to join us during your rota-helper session. If you are heavily pregnant or have a very young baby you are exempt from being rota-helper. (Usually from the term in which you are 6 months pregnant until the term after your baby is 6 months old).

Liability

Bampton Pre-School Playgroup accepts no liability for any consequential loss, pecuniary or otherwise, arising directly or indirectly as a result of the Pre-School being temporarily closed or the exclusion of the child for any reason.

The Agreement

The Application Form and these Terms and Conditions represent the whole understanding between Bampton Pre-School Playgroup and Parent(s), and shall overrule any other promises of terms and conditions, whether written or oral, expressed or implied.

The date that written confirmation of your child's place at Bampton Pre-School Playgroup is issued constitutes commencement of the Agreement.

Data Protection Act 1988

In accordance with the above act, Bampton Pre-School Playgroup will hold Personal Data and by signing the Application Form, you are agreeing to this. Bampton Pre-School Playgroup staff will ensure that all Personal Data is held in accordance with the above act.

A full 'Storage of Data Policy' will be held in the reception area for all parent/carers to view at their leisure.