

ST. GABRIEL'S CATHOLIC PRE-SCHOOL



09.1d Childcare terms and conditions

St. Gabriel's Catholic Pre-school - Terms and Conditions

This document and the terms and conditions within it govern the basis on which St. Gabriel's Catholic Pre-school (referred to here as 'we' / 'our' / 'us' agree to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

St. Gabriel's Catholic Pre-school

Well Lane

Alsager

ST7 2PG

Telephone: 01270 875770

Email: preschool@stgabriels.cheshire.sch.uk

Ofsted URN: **305319**

Insured by: DE Ford

Childcare terms and conditions

The following terms and conditions govern the basis on which we agree to provide childcare services to you.

1.0 Our obligation to you

- 1.1 We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us, then the offer of a place may be withdrawn. **Once you confirm a place a deposit payment is required to hold the place for your child of £50.00. The deposit is non-refundable.** Please note your child's deposit will be taken on completion of the application form. We provide agreed childcare facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.2 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare. (Extra sessions will be charged at £6.24 per hour + £5.00 (care session), this will be invoiced the following half term)
- 1.3 We will notify parents as early as possible when the setting will be closed.
- 1.4 We will provide you with regular updates about your child's progress.

2.0 Your obligation to us

- 2.1 You are required to fully complete and return the *Registration Form/Pack* to us before your child can start.
- 2.2 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
- 2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.
- 2.4 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children and staff members at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious they pose a risk to other children during normal daily activities.
- 2.5 You are required to inform us of the identity of the person(s) who will be collecting your child (if different). We will require your child's unique password stated in the *Registration Form*, and *persons authorised to collect* will be checked, again on *Registration Form*. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
- 2.6 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an person that is authorised to collect your child

(clearly stated on the *Registration Form*) to collect your child as soon as possible and confirm who they are. A late collection charge may be applied. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare, we will contact the local authority.

- 2.7 You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- 2.8 You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.
- 2.9 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
- 2.10 You should read our policies and procedures provided for parents - available for you at the setting.

3.0 Payment of fees

- 3.1 Our fees are charged by the hour (£6.24 per hour) + a Care Session charge (£5.00 per day) and we notify you of this hourly rate in advance of your child starting. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month's notice. Hot school dinners are also invoiced at £2.40 per meal. Rhythm Time - £3.50 per session and ASM sports - £2.50 per session.
- 3.2 Fees are required to be paid on a half-termly basis.
- 3.3 All payments made under this Agreement should be done online, our banking information will be given with each invoice.
- 3.4 If the payment of fees referred to in 3.3 is outstanding as we enter the following half-term we will add the outstanding amount to the next invoice and full payment must be made prior to the end of this invoice period. Failure to pay the invoice in full may result in the termination of the contract and the child shall cease to be admitted. The notice to terminate shall be regarded as a formal demand for outstanding monies.
- 3.5 No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays.
- 3.6 Where your child is in receipt of funded early years entitlement and/or extended entitlement (additional 15 hours) the full weekly fee is payable during periods where the early years funding does not apply. All funding details can be found on the child's Cheshire East declaration form which is completed termly.
- 3.7 In the event of late collection (15 minutes or more – 3.15pm) We will charge a late charge of £10.00 per 15 minutes thereafter.

4.0 Suspension of a child

- 4.1 We may suspend providing childcare to your child at any time if you fail to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the preschool manager, head teacher, preschool committee.
- 4.4 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You fail to pay your fees.
 - 5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
 - 5.2.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

- 6.1 If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you.

- 6.2 If you have any concerns about the childcare we provide, please discuss them with the preschool manager or your child's key person. If your concerns are not resolved to your satisfaction, the matter will be passed to the head teacher. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate preschool committee for review.
- 6.3 From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.
- 6.4 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
- 1.1 You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
- 1.2 You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
- 6.5 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.
- 6.6 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
- 6.7 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

PARENT/CARER DECLARATION

Please sign below to indicate that you have read and understood the above terms and conditions.

Parent name 1

Signed

Date

Parent name 2

Signed

Date

Home address

Daytime/work telephone

Mobile

Email

Signed on behalf of [name of provision]:

Signed

Date

Name

Role (Manager/Deputy)
