

## The Cavendish Pre-school

### Terms & Conditions

#### 1.Age

The Pre-school is open for children aged 2 to 4 years old.

#### 2.Hours of opening

The pre-school is open from 8.30am to 15.30pm Monday to Friday during term time only. The pre-school is closed on INSET days and Bank Holidays. The term dates will be available in advance from the pre-school and are published on the school's website.

<https://www.cavendishschool.net/news-events/calendar/>

#### 3.Registration and Admission for Pre-School.

Admissions to Pre-school are processed in the order received. All forms need to be completed and returned as detailed in the welcome pack.

The information supplied on the registration forms must be accurate and the Pre-school is entitled to rely on this information. The parent(s)/carer(s) are responsible for notifying the Pre-school immediately of any changes to this information.

Please note that we require children to attend a minimum of three sessions a week, these can be morning, afternoon or a mixture of both. A full day will count as two sessions. Exceptions to this requirement are available at the Pre-School leads discretion.

Details of the Pre-School admissions policy can be found in your application pack and on the school's website <https://www.cavendishschool.net/information/policies/#section-3>

#### 4. Alteration/Termination//Deposits

Parent(s)/carer(s) are required to give **one month's notice** in writing to increase or reduce their child's hours or to stop their childcare sessions completely. To alter hours a new booking form also needs to be completed to allow the changes to be processed. **PLEASE NOTE - Charges (invoices) will only be changed after the one month's notice has elapsed.**



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Deposits are required from all parents/carers that access **any** paid for (chargeable) hours including lunch club. Deposits will be refunded once your child has left the pre-school and any outstanding balances have been paid. The refund will either be via BACS or cheque or by deduction from your final invoice if agreed. Please refer to the fee structure document for more details.

## 5. Food

If your child stays for lunch club the parent/carer can provide a healthy packed lunch at no extra charge, (a drink is not required as we provide that for all children, please include an ice pack to ensure dairy products etc remain at the correct temperature) or a school meal is available at a cost consisting of a main meal and pudding. Details are available of current menus on the school website (<https://www.cavendishschool.net/information/catering/>) and is provided on a three week rotation.

At Pre-school water is available to all children throughout the day in a named bottle that we will provide. **Parent(s)/carer(s) are required to tell us if their child has any special dietary needs or allergies and provide a doctors letter and medical professionals contact details regarding these.**

## 6. Personal Safety and Security

The pre-school cannot accept responsibility for accidents and/or injury to any child before the child has been signed in or after the child has been signed out, whether on or off the premises. In the interest of safety and security, parent(s)/carer(s) **must not** allow anybody to enter the pre-school (including other parents and carers), must close and lock gates/doors behind them and only allow authorised people to drop off and collect their children. Photographs of authorised persons are to be provided with the application form, clearly stating on the back your child's name, the person's name and relationship to the child. Parent(s)/carer(s) need to inform us of an authorised collection of their child in advance. If any changes occur during the day they must ring and inform us. The person collecting the child must know the password which should match the one given on the application form. **In line with our safeguarding procedures, parent(s)/carer(s) must ring if their child is going to be absent.**

## 7. Personal Property

The Pre-school cannot accept responsibility for damage or loss to any personal property (e.g. clothes or toys) brought into the pre-school. It is therefore advised that such items are not brought into pre-school. All clothing should be marked with the name of the child and toys should be left at home. Buggies, scooters and bikes can be left in the buggy park or bike rack near the entrance to Pre-school at the parents own risk.

## 8. Policies and Procedures

Copies of the pre-school's policies and procedures are available on the website or upon written request. (<https://www.cavendishschool.net/information/policies/#section-3>)

## 9. Child Protection

The Cavendish Pre-school is under obligation to report directly to Ofsted or the Child Protection Team any incident where we consider a child may have been abused or neglected. This can be done without informing the parent(s)/carer(s). All staff hold a valid DBS check and attend regular safeguarding training.

## **10.Key Person**

Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child to become familiar with the setting and build a relationship with the child and their parent(s)/carer(s).

## **11.Change of circumstances**

Parent(s)/carer(s) must inform the pre-school of any changes in their circumstances and provide relevant details and contact details of all primary carers. Failure to keep this information up to date could result in temporary exclusion from the pre-school until all details are clearly provided and recorded.

## **12.Fees**

**Payment of fees is in advance and must be made by the first day of the preceding month.** Fees that are not paid on time will automatically receive a late payment charge of £12. If fees are paid persistently late or not at all with no explanation, the pre-school will be forced to terminate that child's place. Fees must still be paid if a child is absent (eg due to holiday or sickness) or if the school has to close (eg adverse weather). Full details of our fees and charges can be found in our fees structure.

## **Additional Sessions**

Children who access funding only hours that require extra, and therefore chargeable sessions, will be required to pay for these in advance

## **Lunch Club**

Please note that the lunch club (between 11.30am and 12.30pm) is always a chargeable hour. Lunch Club is not part of any funded hours received by parents/carers

## **13.Observations**

The pre-school staff will take regular observations and keep developmental records of all children. Some of these observations will be shared with parent(s)/carer(s) on Tapestry. Information may be shared with other professionals as required.

## **14.Photographs**

Photographs will be taken, either of groups or individuals for the purposes of observation and for the pre-school records, the school newsletter and publicity materials. These will not be shared with others outside of the setting without parent(s)/carer(s) permission. Parent(s)/carer(s) should not share any recordings or photographic images which include other people's children on social network sites e.g. Facebook. Main events such as sports day will be filmed by the IT department to ensure safeguarding for all children attending and to allow adults to fully enjoy the experience. Thank you for your understanding and cooperation.

## **15.Accidents**

Should a child be hurt whilst on the pre-school premises either by another child, through falling or bumping themselves or other similar incidents an accident form will be completed. Parent(s)/carer(s) will be asked to sign the appropriate form as confirmation that they have been advised of the accident. Should a child arrive at the pre-school with any injury that we do not already know about, our pre-existing injury form will be filled in by a parent/carer, if we notice it during the session it will be completed by a member of staff.

We ask that parent(s)/carer(s) bring any accident to the attention of a member of staff. Parent(s)/carer(s) will be asked to sign a form in this respect.

## **16.Emergency treatment**

The pre-school reserves the right to administer first aid and any emergency treatment as required. Parent(s)/carer(s) will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at a hospital is required the pre-school will make all reasonable attempts to contact parent(s)/carer(s) but if this is not possible we are authorised to act on parent(s)/carer(s) behalf and authorise any necessary emergency treatment.

## **17.Illness**

If a child is ill or has an infectious disease we ask that for the health and welfare of all the children and staff attending the pre-school that they do not attend pre-school until they are fully recovered. We reserve the right to exclude a child from pre-school, if in the Pre-school lead's opinion, the child is not well enough to be at pre-school. In the event of illness occurring whilst the child is at pre-school we will contact the parent(s)/carer(s) so they can come and collect their child. If we are unable to contact the parent(s)/carer(s), we will contact the emergency contact given on the registration form. No reimbursement can be made for any incidences of illness.

## **18. Common Ailments**

If a child is suffering from a high temperature, sore throat, rash, headache, discharge from the eyes or ears or similar common ailments, parent(s)/carer(s) are required to consult with the pre-school as each case is assessed individually.

### **a. Sickness and diarrhoea**

If a child is suffering from sickness and/or diarrhoea, he/she should not attend pre-school for **48 hours** after the **last** episode of sickness or diarrhoea.

### **b. Chickenpox**

If a child is suffering from Chickenpox, he/she should not attend pre-school for the recommended exclusion period of at least 5 days and until all the spots have scabbed over.

### **c. Temperature**

If a child is suffering from a temperature at pre-school we will try to contact the parent(s)/carer(s) to gain permission for us to administer Calpol to bring the temperature down. If, after 30 minutes, the temperature does not come down to a normal level, or, in our opinion, the child does not seem well enough to be at pre-school, we will ask the parent(s)/carer(s) to collect their child.

Any period of illness will be charged in full.

### **d. Medication**

Should parent(s)/carer(s) require us to administer any prescribed medicines to their child, they will need to place the medication in a clearly marked bag and hand it to a member of staff. The parent(s)/carer(s) will be asked to sign a medicine sheet on arrival. Prescribed medicines should be in their original packaging with the chemists label clearly visible and instructions regarding the medicine should be included.

If a child has been prescribed antibiotics then they will only be permitted to attend pre-school 24 hours after the first dose has been administered.

**Please note: in accordance with the statutory requirements of the EYFS, without prior written consent, we will not be able to administer any medication, prescribed or non-prescribed. All medication must be named and in the original packaging. Prescribed medication must be provided in the original container as dispensed by a pharmacist and include the pharmacists instructions.**

## **19. Nappy Cream**

We will apply nappy cream as required to your child. We will only use the cream you provide and by signing these terms and conditions you give your permission.

## **20. Sun cream**

During the summer months the children will need to wear sun cream and sun hats to be able to play outside. Parent(s)/carer(s) will need to provide clearly labelled sun cream and sun hats for their child. We will only use the cream you provide and by signing these terms and conditions you give your permission. However if no sunscreen applied this will restrict the amount of time your child/ren will be allowed to access the outside area in line with current guidance.

## **21. Insurance**

The pre-school has extensive insurance cover for pre-school based activities.

## **22. Liability**

The pre-school accepts no liability for any losses suffered by parent(s)/carer(s) arising directly or indirectly, as a result of the pre-school being temporarily closed or the non-admittance of a child to the pre-school for any reason. We accept no responsibility for children whilst in their parent(s)/carer(s) care on premises. We will not be liable to parent(s)/carer(s) and/or children for any economic loss of any kind, for damage to the child's or parent(s)/carer(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 with the exception of deliberate or accidental damage caused by the pre-school.

## **23. Visits and Outings**

The pre-school may take groups of children for walks around the local area. These trips are always very well supervised and are enjoyed by the children as part of their learning and development. Parent(s)/carer(s) will always be made aware when their child has been on an outing and permission for children to participate is sought on the permissions form.

## **24. Clothing and jewellery**

We advise that children come to pre-school dressed in clothing suitable for playing outside and messy play and bring a complete change of named clothing kept in a named bag. The pre-school cannot accept liability for damaged, stained, lost or mislaid clothing. No small hair items or jewellery should be worn by children during the pre-school day. If jewellery i.e. necklaces are worn we reserve the right to remove these items and keep them safe until you collect your child if deemed unsafe to be worn for example.

## **25. Behaviour management**

Our aim is to teach the children the difference between right and wrong, to encourage socially acceptable behaviour and to discourage socially unacceptable behaviour. We believe that children should be polite, considerate and respectful of others and their property. In order to achieve this, our policy is to constantly reinforce good behaviour with praise and attention. We follow the Jenny Mosley's Golden Model.

## **26. Safeguarding**

We have a responsibility to the children in our care to keep them safe from harm. We have a responsibility to report any injuries that are not adequately explained or if we have any concerns. The schools safeguarding team will follow the procedures, advice and guidance of the Local Safeguarding Children Board (LSCB). Our Safeguarding policy is available to be viewed.

## **27 Inclusion**

We recognise that it is unlawful to discriminate against a pupil, prospective pupil or a member of staff by treating them less favourably if they have declared protected characteristics:  
age (for staff only),sex, race, disability,religion or belief,sexual orientation,gender reassignment,pregnancy or maternity

We reserve the right to contact outside agencies to enable us to provide the highest quality of care. Please provide all relevant contact details.

## **28. Special Educational Needs and Disabilities**

The pre-school provides for all children with special educational needs. The special educational needs co-ordinator is responsible for assessment and provision alongside the Key Person. Our Special Educational Needs and Disabilities Policy (SEND) is available to be viewed.

## **29.Integrated Progress Check**

Since September 2012 it is a statutory requirement for childcare providers to provide a 27 month old integrated check with the child's health visitor. Once this progress check has occurred the pre-school requests that parent(s)/carer(s) inform the Pre-School.

### **30. Staff**

All staff employed by the pre-school undergo checks with the Disclosure and Barring Service. All staff hold a qualification in childcare, are undergoing training, or are experienced in the care of children. All staff are provided with training for the Paediatric First Aid Certificate, Food Hygiene Level 2, Safeguarding and Health and Safety as well as professional development courses. We are committed to keeping up to date with the latest training to enable us to provide the highest quality care and education possible.

### **31. Staff Concerns**

Should parent(s)/carer(s) have any cause for concern regarding a member of staff we ask them to write to the EYFS Lead Teacher or Head of Primary Phase.

### **32. Rights of Exclusion**

The pre-school reserves the right to exclude parent(s)/carer(s) if their behaviour is deemed to be unsuitable such as threats, foul language, verbal abuse, or violence. If unsuitable behaviour is shown by a child, then support and advice is always the first course of action before any further decisions are taken.

### **33. Contract Review**

The management reserve the right to change the contract conditions at any time. There will be a month's notice of any such change.

### **34. General Data Protection Regulation (GDPR)**

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes the right to know the types of data being held, why it is being held and to whom it may be disclosed. Should you have any concerns relating to how your information or the information relating to you child/ren is being or will be used, please contact the Pre-School Lead.

### **35. School Admission**

If a child has attended The Cavendish Pre-school this will not guarantee an automatic place at The Cavendish School. An application to attend the school will still need to be completed in the usual way and submitted by January of the year your child is due to attend school. The pre-school will support children and their parent(s)/carer(s) with transitions to any school. The school admissions policies can be found here:

<https://www.cavendishschool.net/information/policies/>

*In the event that the school receives more applications than there are places available (e.g. oversubscribed), those places will be ranked and allocated in accordance with the oversubscription criteria listed below:-*

- 1. Looked after children and Adopted children / and Children with a Statement of SEN or EHCP*
- 2. Siblings: Children who will have a brother or sister at the school at the time of application and this sibling will be on the register when the applicant is admitted. This will apply across all year groups excluding the Pre-School.*
- 3. Children of staff working at The Cavendish School.*

4. *Children attending the Pre-school and applying for Reception Year Place - The Children who are currently in attendance at the Pre-school and who are also living within the pre-defined community area at the time of application.*
5. *Children attending the Pre-school and applying for Reception Year Place - The Children who are currently in attendance at the Pre-school and who are also living outside the pre-defined community area at the time of application*
6. *Children living within the pre-defined area.*
7. *Children living outside the pre-defined community area.*

### 36. Declaration

I hereby give consent for my child to take up a place at this pre-school, according to the terms and conditions, policies and procedures. I have understood the expectations and obligations relating to both myself and the pre-school, and agree to abide by them.

**Please initial and sign this form and return it to the Pre-School Lead at The Cavendish Pre-School**

I confirm that I have read and understood the pre-school terms and conditions	Initials:
Signed: Parent/Carer (1) Name:	Date:

I confirm that I have read and understood the pre-school terms and conditions	Initials:
Signed: Parent/Carer (2) Name:	date: