



Holding Hands Pre-school

www.holdinghandspreschool.co.uk

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Terms and Conditions

1. Staff & Playgroup Legal Requirements

The Holding Hands Pre-school is a fully registered pre-school that provides affordable high quality care within a safe and stimulating environment abiding by the Ofsted rules for sessional day care. Minimum requirements under Ofsted legislation will always be adhered to and usually exceeded. As per requirements, at least 50% of our staff are fully qualified to a minimum standard of NVQ level 3, BTEC, NNEB or PGCE qualification and we also accept long term (1yr or more) apprenticeships looking to further their working experience whilst gaining further childcare sector qualifications, We also have staff that are qualified in the areas of special educational needs (SENCO), child protection and food hygiene.

2. Pre-school Sessions

The pre-school operates within the standard local authority school term only, this usually being 39 weeks per year. We are not open during school holidays or bank holidays.

The term dates will be advised as soon as they become available; this is normally towards the end of the current term.

Normal sessions run as set out below:

Breakfast club	8.00am - 9.15am
Morning	9.15am - 12.15pm
Lunch club	12.15pm - 1.15pm (Please provide a lunch box)
Afternoon	1.15pm - 4.15pm
Full day	9.15am - 4.15pm (including lunch club)
After school club	4.15pm - 5.30pm

3. Fees

Session fees for the current period are detailed below,

Breakfast Club	£5.75
Morning	£17.75 per session
Lunch Club	£4.75 per day
Afternoon	£17.75 per session
Afterschool club	£15.00
Full day (from 9.15 am)	£40.25
Full Day (from 8.00 am)	£46.00
Full Day (until 5.30pm)	£61.00
Additional hours costs	£7.25

Invoices for fees are issued and are required to be settled within 14 days of date of issue via cash, cheque or bank transfer. A child's place within the pre-school may be cancelled if payment has not been received within these payment terms, the Early Education funded placement will not be affected only additional chargeable hours. Should you need to discuss payment options please speak with the Manager.

Fees are payable during periods of absence from nursery including sickness, holidays, public bank holidays and when the nursery closes for exceptional reasons i.e. snow, power failure etc.

Free pre-school sessions can be offered for the next full term after your child's third birthday up to a maximum of 55 sessions. This is subject to government and local authority current Early Education Funding (EEF) guidelines and allowances. We are also able to offer funding for 2 year olds, depending on individual circumstances meeting the criteria, please speak with the Manager.

Please note: Refunds will not be made, nor alternative sessions offered, to any child unable to attend due to illness or holidays taken during the term time. Holding Hands Pre-school reserves the right to offer these sessions to other existing children at the normal rate.

4. Registration

An initial non-refundable registration fee of £65.00 is payable upon first registration of the

child. This is to cover administration costs. Please make all cheques payable to Holding Hands Pre-school Ltd.

5. Clothing

In order to make sure that each child is instantly recognisable, we suggest each parent purchases a Holding Hands pre-school T-Shirt for their child upon starting at the playgroup. The cost of this T-Shirt is £6.25. Please remember children will be accessing messy play and therefore we would prefer for you not to send your child to playgroup in their best clothing. Always pack a spare set of clothing.

Each child is supplied with a blue book bag upon joining the pre-school, should this bag become lost or damaged there is a charge of £7.00 to replace the bag,

Each child is supplied with a purple contact diary upon joining the pre-school, should the book become lost or damaged there is a charge of £2.00 to replace the book

6. Parent collection absence

Unless stated upon the registration form or prior consent given no child will be released to any other persons., If a person attempts to collect your child that we are not familiar with or who is not on the registration form, they will not be able to enter the building, have the child released to them unless we have made contact with you first or they are confident in providing us with the child's date of birth.

7. Withdrawal notice

Outstanding Playgroup fees will only be refunded if at least 6 weeks notice of leaving has been given. Sessions already taken and the 6 weeks notice period will not be refunded. The child is welcome to remain within the playgroup until the full notice period has elapsed.

Refunds may not be issued until the full notice period has elapsed and will only be issued in the form of a cheque from the pre-school account.

8. Sickness or absence

Please let the pre-school manager know as soon as you know that your child will not be attending due to sickness or for any other reason.

Following any illness, including sickness, diarrhoea or a temperature of 37.5° or above a minimum of 48 hours must elapse without symptoms, before the child may return to the pre-school.

Please do not administer any medication including Paracetamol or Ibuprofen based products to your child before bringing them into setting, as this only covers up symptoms and so disease continues to spread. This is also very important for the safety of your child. If we were to call an ambulance and we were unaware that your child had been given medicine that day, your child could be at risk of overdose!! Please read more about medicines and incubation periods in our policies which are online or can be printed upon request.

In case of any infectious diseases, exclusion is necessary for the entire infectious period, as advised by your GP.

9. Equal Opportunities

Holding Hands Preschool operates an equal opportunities policy. Children are admitted purely by date of birth order, regardless of ability, gender, colour, culture, ethnic origin, religion and belief.

10. Introduction of late collection fee

Unfortunately due to the increasing number of times parents were late to collect their children over the last term, we feel we have to introduce a fine for the repeat offenders of this from now on. We do understand that from time to time things happen and you maybe a little late to pick up, If you are going to be late please call the setting on 01494 729342 or 07920 512180 and let the team know. Obviously you will not be charged for a one off but if it becomes repetitive you will incur the fine of £10.00 per day if you continue to collect your child late.