



## **TANDRIDGE VILLAGE PRE-SCHOOL** **TERMS AND CONDITIONS**

*Please read the information given below carefully and contact us if you have any questions. Please sign one copy of the Terms and Conditions and return to the Pre-School Manager or Administrator to indicate your acceptance. Please keep your remaining copy safe for future reference. **Terms and conditions are subject to review on a termly basis.***

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### **Obligations of Tandridge Village Pre-School (TVPS)**

- TVPS will ensure that the premises and staff comply with all relevant legal requirements.
- TVPS will implement a suitable educational curriculum for the children attending.
- TVPS will provide a warm and caring environment, based on equal opportunities.
- TVPS will endeavour to be open at the times published subject to circumstances out of our control.
- TVPS will strictly adhere to guidelines managing personal data and confidential information.

### **Obligations of the Parent/s and Carer/s**

#### **1. Registration and admissions**

The non-refundable registration fee of £35 should be paid on application to TVPS unless you are eligible for Free Early Year's or FEET Funding at the time of registration. If we are unable to offer your child a place at TVPS then the £35 registration fee will be refunded.

#### **Offer of place**

You will be notified in writing if your child has been offered a place. We require you to acknowledge this offer within the deadline set on the placement letter. Failure to acknowledge the offer within this time will result in the place being withdrawn and reallocated to another child on the waiting list. A refundable deposit of £70 will be payable to secure your place which will be paid back after your child leaves the Pre-School and all debts are settled. Once a place is offered the £70 deposit will not be returned if a parent decides that they no longer want their child to start at the Pre-School or if the correct notice is not given by parents of children already attending at the Pre-School.

#### **Admissions start dates**

We have 3 admissions into the Pre-School – September, November and January.

#### **2. Fees**

Fees will be charged at the beginning of each half term and are due on receipt of the invoice. We request that families speak to the Manager or Administrator if there are difficulties paying.

Payment can be made by cash, cheque or bank transfer and details are provided on each invoice. Childcare Vouchers are also accepted. A late payment charge of £10 will be applied



if payment is not made by the date given on the invoice. Please note that any bank charges incurred by the Pre-School for bounced cheques will be passed on to the family.

TVPS reserves the right to suspend or remove a child for long-term non-payment of fees.

TVPS have additional charges to cover the costs of arts and crafts and for a healthy snack/birthday cakes during morning sessions. Details of the fees are listed below;

Session Fee - £19.50 per morning or afternoon, £40.63 for the whole day (inc 15 min changeover fee)

Adhoc session fee - £19.50 per morning or afternoon, £40.63 for the whole day (inc 15 min changeover fee)

Lunch club - £6.50 for the hour

Morning snack - £1 per morning session

Arts and crafts - £8.00 per half term

All fees are subject to an annual review, however TVPS reserves the right to increase these at any time ensuring that a minimum of **6 weeks' notice** is given to Parents/Carers.

### 3. Funding

#### Universal funding

We accept Free Early Years Educational funding for 3 to 4 year olds and FEET Funding which you can use flexibly across the week. You can also share the funding with another provider but we recommend that the funding at both settings is term time only. If you are using a provider that has stretched the funding over the year instead of over 38 weeks (term time) then you will not be able to claim the full 15 hours with us per week. The remainder of the balance will be chargeable at the full fee rate. Please make a note on the Funding Declaration form about sharing funding with another provider that is not term time based. Once a child's funding is set as being on stretched this cannot be changed until the term after the child's next birthday.

#### Extended funding

Parents that wish to apply for the extended funding should do so with the Government on the Childcare Choices website. Successfully eligible parents will receive an eligibility code which needs to be added to the 30 hours free childcare eligibility form which is available from the Pre-School Administrator. The Pre-School will then be able to verify a parent's eligibility status on the funding portal.

A £10 administration charge per term will be payable to TVPS once a Parent/Carer has successfully registered for the extended funding with HMRC and will be added to the first ½ term invoice (Autumn, Spring and Summer).



Parents must re-confirm their eligibility online on the Government website every 3 months and let the Administrator know once this has been done. Checks will be made on the funding portal by the Pre-School to make sure that the funding is in place for the next term. Failure to re-confirm eligibility past the grace period will result in loss of the funding and the Pre-School will charge at the full fee rate for the extra hours.

Parents that fall out of eligibility will be given a grace period by SCC to find further employment, if this is not possible then the sessions at TVPS will be charged at the fee rate.

Families with children claiming the Early Years Free Entitlement Inc. FEET must complete a new Declaration Form for each term (provided by TVPS). If a funding form is not returned by the set deadline we cannot claim funding and will charge the family for sessions attended.

Please note that a child's funded hours cannot be used to cover costs for adhoc and lunch club sessions, which are charged at the fee rate.

#### 4. Notice Period

Notice will **only** be accepted if delivered during term time, we do not accept notice of any request for change during school holidays.

We require **one terms** notice in writing if you would like to:

- Change your child's start date.
- Reduce the number of sessions that your child attends.
- Change your child's funded hours.
- Leave the Pre-School except when your child is leaving for infant school.

Failure to give sufficient notification will result in the sessions being charged for until the end of the following term.

Parents are obliged to pay fees during the notice period regardless of whether the child is attending the Pre-School or not.

We have the right to ask parents to withdraw their child from TVPS in the event that the parent has withheld vital information about their child or has provided false information.

#### 5. Hours of Opening

TVPS is open during term time only (dates are available on the website) for the following hours:

Tuesday	9.00 am – 12.00 pm	12.15 pm – 3:15 pm
Wednesday	9.00 am – 12.00 pm	12.15pm – 3.15 pm
Thursday	9.00 am – 12.00 pm	12.15pm – 3.15 pm
Friday	9.00 am – 12.00 pm	12.15pm – 3.15 pm



There is a 15min chargeable/ funded (if within hours) changeover session for those children who wish to use two sessions in one day.

The doors of the Pre-School are locked 15 minutes after opening time and opened again at pick-up time.

Where possible we ask families to try and liaise/meet with staff during opening times. Telephone messages can be left on the Pre-School mobile and emails sent to the Pre-School, but please note that we allow up to 5 days for messages to be responded to unless urgent. Please be aware that during school holidays, the Pre-School mobile is switched off and the email will give an out of office notice indicating the day that the staff will be back at Pre-School and contactable by email. This is to allow the staff to have their contractual holiday without interruption. We recommend you contact the staff well in advance of holiday breaks if you have any queries.

## **6. Sessions**

Children are required to start at the Pre-School on the date given unless a different arrangement has been agreed with the Manager in advance (See Notice Period). Fees are chargeable from the start of the new term regardless of if a child starts later.

It is the Pre-School policy that children in the older group (Oaks) shall attend for no fewer than 3 sessions per week. Children in the younger group (Acorns) must attend 2 sessions as a minimum increasing to 3 the following year in the Oak group.

It is hoped that children will routinely attend for the full number of hours offered for each session. Families are requested to inform the Pre-School Manager or administrator if they would like to reduce their child's session time on a regular basis. This must be in writing (See notice period).

We offer adhoc sessions and a lunch club every day which can be booked with little notice by contacting the Pre-School Manager. These sessions cannot replace a child's regular sessions and swaps are not possible. Adhoc sessions and lunch club are charged at the fee rate of £6 per hour. Adhoc sessions cannot be included in a child's funding claim.

## **7. Late Collection**

We understand that circumstances may arise that result in late collection of your child from TVPS.

Parents are asked to telephone the setting as soon as possible if they are unable to collect their child on time. We will not allow a child to go home with another parent or carer unless this has been pre-arranged during the drop-off time or if the parent telephones the setting



and speaks to a member of staff directly with clear details of the revised arrangements. It is essential that TVPS has up-to-date contact telephone numbers for each child.

Parents/carers will be asked to sign the “Late Collection Book” if necessary. TVPS reserve the right to charge for additional time looking after children who are repeatedly collected late.

If TVPS have been unable to make arrangements with emergency contacts or Parents within 1hr of the end of the session, we will follow our ‘Uncollected Child Procedure’ and call the Local Authority Social Service Department for further advice.

## 8. Closures

Planned closures during term time (e.g. polling day) are unusual. Advisement of these will be given to Parents in writing/email with as much notice as possible.

Unplanned closures may occur as a result of adverse weather conditions. Parents will receive a telephone call from a member of staff or Management Committee informing them of the closure and again when the Pre-School is re-opening.

Regrettably, sessions will be charged for in the event of both planned and unplanned closures.

## 9. Absences

Please notify the Pre-School if your child is sick, going away on holiday or absent for any other reason by emailing [tandridgevillagepreschool@gmail.com](mailto:tandridgevillagepreschool@gmail.com) or phoning **07491143833**.

Fees are payable regardless of your child’s absence due to sickness, holiday or attendance at appointments.

## 10. Sickness

If your child has a contagious illness and/or is unhappy through illness we request that you refrain from sending them to the Pre-School until well. This policy is both to prevent cross-infection and is in the best interest of the child’s welfare. Please refer to the Communicable Diseases and Exclusions Timescales document for further information.

We reserve the right to refuse a child’s attendance should we feel they are not well enough.

If your child becomes unwell whilst at the setting, we will contact you on the numbers you provide and may require you to collect them.

Regrettably, all absences due to illness do have to be paid for.



### **11. Administration of medicine**

The staff will only administer medication if it has been prescribed by a doctor and is in its original container. The container should be clearly labelled with the child's name, DOB and information on dosage requirements.

While it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. You must inform us if your child requires medicine prescribed by a doctor and we will need you to complete a Medical Consent form each time the medicines are prescribed. Please do not leave the medication in your child's bag or lunch bag – it must be handed to a member of staff when you drop off your child.

You must inform TVPS of any known allergy that your child has, of medication or treatment required and any training needed to administer the drug/treatment. It is your responsibility to ensure the medicine you give us for your child is clearly labelled with the prescription information and in date.

We keep a written record of all medicines given to your child. This record will show the date and the time the medicine / treatment was given and the amount given. You will be asked to sign this record.

### **12. Behaviour Management**

TVPS aspires to meet the learning, emotional and behavioural needs of all children attending.

We have the right to ask Parents to remove their child from the Pre-School in the event that a child's behaviour is deemed dangerous to themselves, other children or the staff.

We will not tolerate Pre-School staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Pre-School place.

### **13. Personal Property and Valuables**

TVPS cannot accept responsibility for the damage or loss to any personal property (including clothes/toys and jewellery) brought into Pre-School. It is therefore advised that valuable items are not brought in. We also discourage children from bringing in toys unless it is specifically for show and tell. Please also be aware that we cannot take responsibility for items left at Pre-School outside of our opening hours, as the hall is frequently used by other community groups.



#### **14. Personal Safety & Security**

TVPS cannot accept responsibility for accidents and or injury before a child enters the Pre-School, or once they have been handed back to the authorised person at pick up – once you collect your child from the setting at pick up time in the hall your child is your responsibility.

In the interest of safety we advise you take care of your children in the busy car park and immediately outside the Pre-School with a busy road so close as you enter and leave the premises.

Any siblings are the parent / carers responsibility at all times.

#### **15. Commitment to Safeguarding**

TVPS is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. Parents are asked in particular to abide by our Mobile Phone Policy. All our Safeguarding policies reflect the latest Surrey Safeguarding Children's Board (SSCB) procedures and can be viewed by looking in our Policy and Procedures file on the front table in the entrance hall of Pre-School.

In accordance with our safeguarding policy, if your child is unwell or unable to attend the session please can you telephone, email or text us by 9.30am / 12.45pm or we will have to telephone to check on their whereabouts.

#### **16. Using Social Media**

All parents, carers and families of children at TVPS agree not to post any photos or videos taken at our setting on the internet, including social network sites such as Facebook or Twitter.

#### **17. Hire of the Village Hall**

Tandridge Village Hall is available for hire for private parties and functions (details can be found in the entrance hall). Please note that any equipment and furniture belonging to the Pre-School is not for use at these events except by prior arrangement with the Manager of the Pre-School.

The Pre-School tables and chairs can be hired for private parties and functions and a separate hire agreement is available from the Manager at the Pre-School.

#### **18 Policies and Procedures**

Our Policies and Procedures are available to read on our website or at the setting and are updated regularly.

<https://tandridgevillagepreschool.co.uk/parent-information/policies/>



*I/we have read and understood the **Policies and Procedures** of TVPS and agree to abide by them.*

*Name of Child:*

*Signature/s of Parent/Carer:*

*Date:*

*I/we have read and understood the above **Terms and Conditions** and agree to abide by them. I/we understand that the Terms and Conditions are subject to change of which we will be informed in writing.*

*Name of Child:*

*Signature/s of Parent/Carer:*

*Date:*

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Member of the Pre-School Learning Alliance  
Registered Charity no. 1075958