

Childcare terms & conditions.

The document and the terms and conditions within it govern the basis on which Newborough Pre-School agree to provide services to parent’s/ guardians/

Only a parent/guardian with parental responsibility for a child can register for a childcare place with our setting. We will ask to see the child’s birth certificate. For LAC other

documentation will need to be seen.

Newborough Pre-School Playgroup

Registered charity number 1035331

The Village Hall,

Guntons Road,

Newborough

PE6 7RX

OFSTED number EY256793

Your details.

Name of parent’s/ carer’s ……………………………………………………………………………………………………………………

Address ………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………..

Telephone number ………………………………………………………………………………………………………………………………

Email Address …………………………………………………………………………………………………………………………………….

Child’s name ………………………………………………………………………………………. DOB ………………………………………

Start date …………………………………………………………………………………………………………………………………………….

Agreed trial sessions ………………………………………………………………………………………………………………………….

Days & Times attending; 38 weeks per year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

Is your child eligible for 2/3/4-year-old funding? …………………………………………………………………………

Is the child attending another setting who is likely to claim funding? ………………………………………

If so, please provide details………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………………………..

Terms and conditions.

Our obligation to you.

* We will confirm a start date for your child asap.
* We will work with you to agree a satisfactory settling in period for your child
* We will provide as much notice as possible in the event of unarranged closures of the setting due to circumstances beyond our control
* We will adhere to the principles of the General data Protection Regulations
* We will treat your child with the upmost respect and dignity
* We will never use or threaten any type of punishment that could adversely affect a child’s wellbeing
* You will be kept informed of your child’s progress and development
* We will comply with the requirements of the EYFS and OFSTED registration in regard to the childcare services we provide
* Our policies and procedures are available for viewing at all times
* We maintain appropriate insurance cover.
* We agree to be respectful our different cultures and will work with the family to adhere to any additional requirements and celebrations

Your obligation to us.

* You will need complete all documentation prior to the child starting
* You must notify us immediately of changes to and information you have provided
* You must inform us immediately if your child is suffering from any form of contagious and or notifiable disease
* You must not send your child to setting if they are suffering from an illness that poses a threat to other children and adults in the setting
* You must inform asap if you are unable to collect your child on time
* If you decide to remove your child from our care a 4-week period is required, in either writing or by email
* You agree to pay fees by the expected date
* You will inform us asap if your child is going to be absent due to sickness or holidays

General

* We reserve the right to refuse entry to child who arrives with a temperature, sickness, diarrhoea or a contagious disease
* We expect you to provide your child with a nutritious and balanced packed lunch
* We are nut free setting and expect you to address this when providing lunch for your child
* You can expect your child you to receive a healthy snack and to be supported with any special dietary requirements
* We reserve the right to make updates to our terms and conditions and aim to give you sufficient notice

Acceptance of the terms and conditions.

Parent’s /carer’s ………………………………………………………………………………………….

Signed ……………………………………………………………………………………………………………

Date ……………………………………………………………………………………………………………….

Signed on half of the provision. …………………………………………………………………

Date ……………………………………………………………………………………………………………….

Position ……………………………………………………………………………………………………………