



**Warbstow Pre-School, Warbstow, Launceston, PL15 8UP**

Telephone: 01566 781458 Email: [preschool@warbstow.org.uk](mailto:preschool@warbstow.org.uk)

Pre-School Manager: Mrs Katie Wilcox

## **Parents Contract**

### 1) HOURS OF OPERATION

Monday to Thursday 8.50am-3.30pm, Friday 8.50am to 12.50pm

We will be closed on all Statutory Holidays, School Holidays and Inset days in line with Warbstow C.P School.

### 2) MONTHLY FEES

Monthly fees include all sick days and holidays taken within term times as these are all paid for. Fees are not based on attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. Extra hours are billed at the session rate or hourly rate.

### 3) GOVERNMENT FUNDING AND CHILDCARE VOUCHERS

Parents who qualify for government funding will have this amount deducted from their invoice. Any funding from colleges must be in place prior to attendance. All tax efficient funding/childcare vouchers from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by a subsidy are the parent's responsibility and are payable two weeks from invoice date for the month in advance.

### 4) PAYMENT POLICY

Parents agree that all monthly fees will be paid within the two weeks from invoice date. Additional sessions will be added onto the following invoice. Unpaid fees are subject to a 10% surcharge each full week over. Please note if there are fees outstanding we may not be able to sanction additional sessions. We reserve the right to cancel your child's sessions if fees remain outstanding for 30 days or more. Extra hours are billed at the sessional or hourly rate. Payment can be made either by cheque made payable to Warbstow C.P School, cash or via a parentpay account. Fees are not based on attendance, therefore parents are responsible for fees whether a child attends or not. (This includes sick days and holidays booked)

### 5) ILLNESS POLICY

Please advise the pre-school prior to 8:50am if the child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, sickness, diarrhoea, communicable disease, or any other type of illness that may be passed on to others,

with the exception of the common cold) will be kept at home to protect the well-being of staff and other children in our care. The parents further agree should a child become ill while in care, that immediate arrangements will be made to remove the child from the pre-school. Children will not be allowed to return to the preschool until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness and diarrhoea. In some cases, a note from the doctor may be necessary. By signing this contract you are agreeing to staff seeking necessary emergency medical advice or treatment during their time at Warbstow Pre-school.

6) LATE ARRIVAL / PICK-UP POLICY

Please advise the pre-school immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up on time as agreed with management. If you are not able to pick up your child by the agreed time alternative arrangements must be made.

Please notify the pre-school if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. and the password you have given on your registration form.

In the event that a parent cannot be contacted, it is the policy of Warbstow Pre-school to call an emergence contact should a child remain in care after the agreed time.

Warbstow Pre-school reserves the right to charge a late collection fee of £10 for each additional 30 minutes per child remained in the setting after the agreed collection time, unless prior arrangements have been made.

7) TERMINATION

Warbstow Pre-school reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of the staff and/or other children in our care.

8) WITHDRAWL OR CHANGES TO HOURS/SESSIONS

Parents agree that a minimum notice of one full month (notice to be given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one month's fee in lieu.

For a change in hours or sessions this must first be agreed with management and a new booking form must be completed one month in advance.

9) POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. Parents will be informed when their child's supply of nappies and wet wipes are running low.

10) HEALTH AND SAFETY

If you have any health and safety queries please forward them to the Manager. We would ask all parents to make sure that gates and doors are closed when entering or leaving, parents are asked to not unlock the door and to ensure a staff member is present when entering or leaving the building. If the pre-school has to close due to any health and safety issues such as illness or bad weather, fees will still be due to be paid during the period closed.

Registration is not complete, and care will not commence until all the paper work is completed. Prior to the start date of care the following must be received by us for each child:

- Warbstow CP School and Pre-school Registration Form
- Parental Consent for duration at Warbstow CP School and Pre-school
- Parental Consent for Trips and Sporting Events
- Parent/Carer E-Safety & Social Media Agreement
- Parent/Carer Permission for ICT access
- Parent Contract
- All About Me
- Authorisation from college or employer of subsidised place if required
- EY2c Parent Declaration for government funding, to include - Parents National Insurance Number and – Proof of child’s DOB via a Birth Certificate or Passport.

By signing this contract you are agreeing to all Warbstow Pre-school’s Policies and procedures which are accessible for you to view at any time on the Important Information Board.

I/We \_\_\_\_\_/\_\_\_\_\_ have read and agreed with the above statements. (Please print names)

\_\_\_\_\_/\_\_\_\_\_

Parents/Guardian Signature

Parents/Guardian Signature

Note: If a child is in custody of both parents then two signatures are required.

Signature on behalf of Warbstow Pre-school

Name Printed

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

