

Fleet Methodist Church Pre-School

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PROSPECTUS



WELCOME TO OUR PRE-SCHOOL

Fleet Methodist Church Pre-school is an outreach project of Fleet Methodist Church.
A registered charity number 1127326

Manager: Mrs M Hedger

Updated March 2025

FLEET METHODIST CHURCH PRE-SCHOOL

Introduction

The Pre-School was set up in about 1974 as an outreach project of Fleet Methodist Church. It was originally set up by several mothers within the church to provide Pre-School care for their children, and others.

The Pre-School maintains an inclusive environment, welcoming families with children aged from 2 years to 5 years, of all faiths and none, from Fleet, Church Crookham and surrounding areas.

Our friendly dedicated staff work hard to strive for the best possible outcomes for all children and families, continuously developing their knowledge and collaborating with other relevant professionals, as well as other groups within the Methodist Church.

Our Vision

Fleet Methodist Church Pre-School aims to provide a safe, happy, nurturing, free-flowing, play-based environment in which children are encouraged to develop their sense of curiosity through a stimulating and challenging range of activities which allows them to make choices and take turns.

We aspire for each individual to become confident communicators as they develop a sense of responsibility and self-awareness on their journey to become confident, self-assured, independent young people who value and respect each other and our environment.

Management

The Pre-School is part of the Fleet Methodist Church registered charity number 1127326.

The Pre-School is managed by a Management Committee which is responsible to the Fleet Methodist Church Council as charity Trustees. It consists of five members of the church (including the Minister as Chair), two members of the Pre-School staff (one of which is the Manager) and there is the opportunity for a parent representative.

The Management Committee prepares a report each calendar year (preferably for the Autumn Church Council meeting) which highlights Pre-School progress over the last year; gives a financial summary, for input to the Church accounts; gives highlights on recruitment, training & safeguarding; and outlines plans for the year ahead & any anticipated significant changes.

A summary of this report will also be made available to all parents/carers of children attending the Preschool. Parents/carers will be encouraged to raise any concerns/issues with member of the Pre-School staff and/or Management Committee members, who will seek to address those issues/concerns.

The Pre-School Manager and Deputy Manager seek to establish a parent/carer support group, with a maximum of 12 people. Parents/carers will be eligible to serve for so long as they have a child or children in Pre-School. The group will include a staff member or Management Committee member, be responsible to the chair of the Management Committee and work in accord with the accepted practices of the Methodist church. The object of this group will be to support the work of the staff by holding social events, so people get to know each other better, and organising small fund-raising events for new resources and special events.

Our Pre-School Staff Team

Name	Title	Qualifications & Experiences
Melanie Hedger	Manager Registrar Safeguarding Lead Wellbeing Officer First Aid Officer Fire Marshall Health & Safety Officer	Has worked at the pre-school since 2007 and became Deputy in January 2009 and manager in November 2018. NVQ Level 3 Early Years Care & Education, SENCO training, Safeguarding Level 4, + has completed various workshops.
Suzanne Crane	Deputy Manager SENCO First Aid Officer Fire Marshall	NVQ Level 3 Early Years Care & Education, Safeguarding Level 4, SENCO Level 3, EYPDP, + has completed various workshops.
Charlotte Hodson	Pre-School Assistant Deputy Safeguarding Lead SENCO Support Health & Safety Officer Administrator	NVQ Level 3 Early Years Care & Education, SENCO training, Safeguarding Level 4, EYPDP, + has completed various workshops.
Danielle Buckett	Pre-School Assistant Under 3 Co-ordinator	NVQ Level 3 Early Years Care & Education, Safeguarding Level 3, + has completed various workshops.
Fiona Elcombe	Pre-School Assistant Behaviour Officer	NVQ Level 3 Early Years Care & Education, Safeguarding Level 3, + has completed various workshops.
Danielle Carr	Pre-School Assistant	Safeguarding Level 3 + has completed various workshops.
Julie Darnell	Pre-School Assistant	Degree – Qualified Teacher Status, Safeguarding Level 3 + has completed various workshops.,
Rebecca Rimmer	Pre-School Bank Staff	NVQ Level 3 Early Years Care & Education, Safeguarding Level 3, + has completed various workshops.
	DBS	All staff are DBS checked every three years and verbally checked every term whilst completing a supervisory report.
	First Aid	All staff are Paediatric First Aid trained, <u>not medically</u> trained.
	Food Hygiene	All staff have basic Food Hygiene training.
	Health & Safety	All staff have basic Health & Safety training.

Starting Ages

Fleet Methodist Church Pre-School is registered for 28 children per session from 2 years to rising 5 years of age. It is at the manager's discretion and parents to decide if your child is ready to attend and dependent on places being available. The manager or key person will discuss with you a settling in procedure for your child to ensure that they are happy and settled when they begin at Pre-School.

We will endeavour to offer your child a minimum of two sessions a week. In our experience we have found that children settle into our Pre-School routine better when they attend two sessions or more a week.

Opening Times

The Pre-School is open term time only for 38-39 weeks each year.

We are open Monday - Friday, 9.00am-3.00pm (with the exception of Bank Holidays and Inset Days)

	AM		Lunch Club		PM	
	From	To	From	To	From	To
Monday	9.00am	11.30am	11.30am	12.30pm	12.30pm	3.00pm
Tuesday	9.00am	11.30am	11.30am	12.30pm	12.30pm	3.00pm
Wednesday	9.00am	11.30am	11.30am	12.30pm	12.30pm	3.00pm
Thursday	9.00am	11.30am	11.30am	12.30pm	12.30pm	3.00pm
Friday	9.00am	11.30am	11.30am	12.30pm	12.30pm	3.00pm

Pre-School Sessions

Our Pre-School sessions are for children aged between two and rising fives.

We organise our sessions so that the children can choose from, and work at a range of activities that will both stimulate and challenge them whilst having fun, and in doing so, build up their ability to select and work through a task to its completion. The children are encouraged to take part in adult-led activities, which introduce them to new experiences and support them in gaining new skills while developing their ability to work co-operatively with others. Outdoor activities contribute to children's health, their physical development and helps support their knowledge of the world around them, within a safe environment.

Our aims are:

- to enhance the development and education of children under statutory school age
- to provide a happy, safe, secure, stimulating and challenging environment through play.
- To encourage each individual child to develop through play by following the Early Years Foundation Stage
- to work within a framework which values diversity and ensures equality of opportunity for all children and their families.

We offer your child:

- A safe and stimulating environment.
- A specially tailored curriculum leading to approved early learning goals.
- Individual care and attention made possible by a high ratio of adults to children.
- The support of a personal keyworker.
- Opportunities for you and your family to be directly involved in the activities of the pre-school and in your own child's progress.
- Milk/water (if for any reason your child cannot drink milk, please speak to the Pre-School manager).
- Fun and friendship with children and other adults

Our daily Pre-School routine

We recognise that high quality interactions, when children are engaged in self-chosen activities, can better scaffold and support learning in the early years, and so we refrain from interrupting play with too many adult directed activities.

A typical day will most likely look like this:

9.00am	Children arrive and self-register by placing their name disc on our registration tree. Children can freely access both indoor and outdoor spaces. Staff plan in the moment, following children's fascinations and interests.
10.00am	Children can help themselves to their snack and a drink of milk or water. Children take turns to help prepare for snack time. Children's individual water bottles are available for them to access throughout the day. Once children have finished their snack, they are able to return to free flow play.
11.00am	Children are invited to have their nappies changed, use the toilet and wash their hands in preparation for lunch time.
11.25am	Key group time - includes story, singing, show and tell.
11.40am	The children come together to have their lunch.
12.30pm	Children can freely access resources both indoors and outdoors.
2.30pm	Children come together for a story plus singing and dancing.
3.00pm	Home time

Children may be invited to join in adult-led activities throughout the day

Children's development and learning

Within the pre-school, all children are supported in developing their potential at their own pace. Our key person system enables us to ensure a planned curriculum tailored to the needs of each individual child by means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum that leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum at the age of five years.

A Unique Child

- Every child is a competent learner who can be resilient, capable and self-assured.
- Every child has a right to be included regardless of race, colour language or ability.
- Every child has a right to feel safe and protected while developing and making their own choices.
- Every child has the right to health and wellbeing, to be emotionally supported and develop/grow at their own pace.

Positive Relationships

- Children need to learn respect for each other, to build friendships with their peers and adults around them.
- Parents are seen as partners in the education of their children by learning together, opening communication and respecting diversity.
- Learning is supported by listening to children, effective teaching and positive interactions.
- Keyperson for secure attachment, shared care and independence.

Enabling Environment

- Planning the learning and assessment starts with the child.
- Children's needs are supported through their learning journey
- The environment is indoors and outdoors.
- The transitions and continuity into the community by using multi-agency working

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. They develop and learn at different rates. The care and education offered by our setting helps children to continue to develop by providing them with a stimulating environment, appropriate for their age and stage of development, whilst supported by trained staff.

Area of Development and learning
Prime Areas • Communication and Language • Personal, Social and Emotional Development • Physical Development
Specific Areas • Literacy • Mathematics • Understanding of the World • Expressive Arts and Design

Each child is individual and will develop at different rates; the Early Years Foundation Stage is a guidance to show what we should be observing a child doing at each stage if they are developing typically for their age. The Early Learning goal for each area may not be achieved until the end of reception year.

The 'Development Matters' non-statutory curriculum guidance sets out the stages of progress a child makes along their learning journey towards the early learning goals.

Prime Learning Areas

<u>Communication & Language Development</u>	<u>Personal Social & Emotional Development</u>	<u>Physical Development</u>
We support children to develop	We support children to develop	We support children to develop
• Listening & attention • Understanding • Speaking	• Building relationships • Self-regulation • Managing self	• Gross motor skills • Fine motor skills

Specific Learning Areas

<u>Literacy</u>	<u>Mathematics</u>	<u>Understanding of the World</u>	<u>Expressive Arts and Design</u>
We support children to develop	We support children to develop	We support children to develop	We support children to develop
• Comprehension • Word reading • Writing	• Numbers • Numerical patterns	• Past and present • People, cultures and communities • The natural world	• Creating with materials • Being imaginative and expressive

A key element in the Early Years Foundation Stage is **Characteristics of Effective Teaching & Learning** which detail the way in which children should be learning from their environment, experiences and activities. Children up to the age of five should all be displaying the **Characteristics of Effective Teaching & Learning** (Development Matters, Sept 2023).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/988004/Development_Matters.pdf.

Playing & Exploring (PE)	Active Learning (AL)	Creating & Thinking Critically (CT)
- Children investigate and experience things - Children 'have a go'	- Children concentrate and keep on trying if they encounter difficulties, and - Children enjoy achievements	- Children have and develop their own ideas, - Children make links between ideas, - Children develop strategies for doing things

Learning through play

Our setting uses the Early Years Foundation Stage 'Development Matters' guidance to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. Children can choose between adult lead activities where the adult is there to support their learning or free choice where the child develops the activity to their individual needs.

During our daily routine children can access a variety of activities both inside and outside giving them the opportunity to explore and develop their independence. We have a different topic each week, which is shared with parents via parent mail. Our planning concentrates on individual children's interests and needs and each keyperson will plan activities from observations and learning journeys developed to extend their key child's next individual steps to advance their development.

We also look at the seasonal changes throughout the year and incorporate a range of activities through special events, celebrations, festivals and visitors. We have a sharing tree which we encourage parents to support their children in bringing in items from home to enhance a particular theme or something special they have done outside of the Pre-School.

Newsletters are sent out termly highlighting information of upcoming events and general information. This is also displayed on the Pre-School notice board for parents to read.

There is a Pre-School Facebook page which is updated with our daily activities. (N.B. children are not featured in any image).

Key Person

Our key person system gives each member of staff particular responsibility for a group of children. Each child in the Pre-School has one special adult to relate to, which can make settling into the group very much easier. The key person maintains links with the child's home setting, working with parents, liaising with shared settings when applicable, to share information and ensure that all children are supported in reaching their full potential.

Each key person has a buddy key person - a second point of contact for parents/carers.

Assessment

The staff assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development. By also sharing information with shared settings, we can all work together to help support each child in their next steps and celebrate their achievements.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's 'Pre-School Journey' folder. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when a child moves on to school. A child's progress is shared with parents/carers each term through a parent consultation (in person or via telephone).

Two Year Old Progress Checks

In September 2012 it became part of our role to complete an under-3-year check list for those children between the ages of 2 and 3 years old when joining our setting.

All settings must have a designated member of staff who will support other members of staff to carry out an **under 3 check list**, this member of staff is **Mrs Buckett**.

The Early Years Foundation Stage requires that we supply parents and carers with a short, written summary of their child's development in the three prime learning and developmental areas of the EYFS: Communication and Language, Personal, Social and Emotional Development and Physical development, between the ages of 24-36 months. The key person is responsible for completing the check using information from ongoing observations within the setting, taking into account the views and contributions of parents and other professionals.

Snack Time and Lunch Time

Snack time is also a learning opportunity for the children, the children take turns (special helper) to help set up the snack room, helping an adult to wash the tables, get the snacks down from the snack trolley and place on a lower table, and place the milk, water and cups onto the table. Each child is encouraged to be independent in pouring their own drinks from a jug into a cup and tidy up after themselves by putting their rubbish into the bin and washing and drying their cups up.

We would like to encourage parents to supply a healthy snack and lunch for their child which needs to be in a named box or bag. If you are supplying grapes, cherry tomatoes, olives or similar, could you please cut them in half, length ways, to avoid choking.

Where a parent/carer has made us aware of any food allergies, intolerances or preferences the staff will work with the parent/carers to ensure we meet each child's needs.

Children's individual, named water bottles, brought in from home, are accessible throughout the day. We do encourage the children drinking water. Please ensure you do not add any form of medication to your child's water bottle.

FEES

FMC Pre-School, an outreach project of Fleet Methodist Church, is a registered charity and a non-profit-making organisation. All fees and grant monies collected are used to cover costs. It is our aim to ensure that the Pre-School is open to every child and family in our community and fees are kept as low as possible.

Fees must still be paid if children are absent. If your child is absent over a long period of time, please talk to Mel Hedger, the Pre-School Manager.

To keep your child's place at our Pre-School, you must pay the fees.

The Management Committee reserve the right to charge a late payment fee of £50.

The Management Committee reserve the right to charge a late pick-up fee.

2-year-old children

If a child starts pre-school before they are eligible to funding, they will be charged a fee per hour, unless they are entitled to 2-year free funding. The fees (Sept. 2024) for 2-year-olds are **£6.60 per hour** until the **funding starts the term after they turn 3**.

Early Years Education Funding is available for 2-year-olds when specific criteria are met. Further information is available through the Pre-School or via the Hampshire website:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare>

3-year-old & 4-year-old children

The fees (Sept. 2024) for 3-year-old & 4-year-old children are **£6.30 per hour** payable by the parent or guardian of the child.

All fees are payable in advance. An invoice is issued each half term, which can be paid for by cash, cheque, bank transfer or childcare vouchers. Alternative payment arrangements may be made at the discretion of the Pre-School manager.

We are in receipt of nursery education funding for 3-year-old & 4-year-old children, this starts the term after they have turned 3 and continues till the start of infant school. The funding is for **15 hours** a week. If your child attends more than 15 hours a week there will be a fee of **£6.30** per hour paid half termly or by arrangement with the Pre-School Manager.

Who can receive free early learning funding?

Any child no matter the family's circumstances is entitled to receive free early learning funding from the term after their third birthday until they start school full time. Your child is entitled to 15 hours of free early learning each week, for up to 38 weeks a school year. The maximum hours funded per year are 570 hours. If your child exceeds these hours, you will be charged a top up fee by the Pre-School.

Early learning funding can be split over more than one setting, as long as the total combined number of hours does not exceed the maximum number of hours your child is entitled to otherwise you will receive a top up bill from the Pre-School for the extra hours.

30-Hour Funding

The pre-school is open for 30 hours each week and will be offering funded hours to any families who are eligible for the 30-hour funding for their 2-year-old, 3-year-old & 4-year-old children.

The eligibility for the 30-hour childcare is as follows:

- You, and any partner, must each expect to earn (on average) at least £142 per week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you are unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get 30 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

Links

- Parents can apply for the 30-hour childcare funding at:

<https://www.childcarechoices.gov.uk/>

If you experience problems with making an online application or have any questions, contact the helpline: **0300 123 4097**

- Check your eligibility and apply by visiting:

https://www.gov.uk/childcare-calculator?utm_source=childcarechoices&utm_medium=microsite

Some employers offer childcare vouchers to their employees. The Pre-School is happy to organise payment of fees through the scheme, but please inform us early so that we can register with the company so that there is no delay in collection of fees.

How parents take part in the Pre-School

Parents are regarded as members of our setting who have full participatory rights. These include a right to be.

- Valued and Respected
- Kept informed.
- Consulted.
- Involved and included.

Our Pre-School recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents/carers in providing care and education for their children. There are many ways in which parents take part in making our Pre-School a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff.
- contributing to the progress check at age two.
- sharing their own special interests with the children.
- helping to provide and look after the equipment and materials used in the children's play activities.
- being part of the management of the setting, where appropriate.
- taking part in events and informal discussions about the activities and curriculum provided by the setting.
- joining in community activities, in which the setting takes part.
- building friendships with other parents in the setting.

Joining in

Our Pre-School welcomes parents who would like to help at a particular session or sessions. Helping at the session enables parents to see what the day-to-day life of our Pre-School is like and to join in helping the children to get the best out of their activities - helping with an activity, joining in role-play, reading stories, singing or sharing information about your chosen profession/interests. You can then share your experience of the day with your child. Please speak to a member of staff if you would like to come and support us. This provides a valuable opportunity for all children to see their parents in a new role.

Pre-School Parent Fundraising Group

We would like to encourage parents to join our parent fundraising group, this is essential for Pre-School, to raise funds to be able to purchase new toys and equipment for the children. The parents get together during coffee mornings held at the Pre-School to discuss different fundraising ideas. If you would be interested in joining, please speak to Mrs Hedger or Mrs Crane.

Policies

- Our policy statements are kept on the premises in the Pre-School corridor and are available for parents to view at any time.
- Policies can be emailed to parents upon request.
- All our policies are designed to offer the best possible experience for the children and families in the Pre-School.
- Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Please note that the Pre-School requires notice of a month for a child leaving, if you are self-funded (i.e. not in receipt of early years funding).

Information we hold about you and your child

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

- processed fairly, lawfully and in a transparent manner in relation to you and your family.
- collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- accurate and, where necessary, kept up-to-date.
- kept in a form that permits identification of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
- processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Special Educational Needs

The number of adults present in the Pre-School enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to our Special Needs Coordinator (SENCO) Mrs Crane or SENCO Support Mrs Hodson.

Safeguarding

Safeguarding information is displayed in the Pre-School corridor for parents to refer to at any time. **Our pre-school Safeguard Lead is Mrs Hedger and Deputy Safeguard Mrs Hodson.** If you have any safeguarding concerns or questions please do not hesitate to ask or alternatively you can telephone Hampshire County Council Children's Services for advice during office hours, the number is displayed on the notice board in the corridor: 0300 555 1384

Part of our safeguarding requirements is to be able to account for all children that attend each session so we therefore ask that if your child is unwell or on holiday that you let the Pre-School know otherwise a member of staff will contact you to enquire as to why your child is not in Pre-School.

Health and Safety

- If you are supplying grapes, cherry tomatoes, olives or similar, we ask that you please cut them in half, length ways, to avoid choking.
- **Earrings** - for your child's safety we recommend that your child only wear stud earrings.
- **Footwear** – please make sure your child comes into Pre-School with closed in shoes.
- We would advise that children wear clothing that covers shoulders in the hot weather where they are exposed to the sun.
- We would like to encourage parents to apply **sun cream** when appropriate before your child comes into pre-school as we are unable to do so.
- No form of medication should be added to a child's water bottle.
- If any medication has been given to your child before coming into Pre-School, please advise a member of staff.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Food Allergies

- We ask that children having packed lunches at Pre-School do not bring nut related products. There may be times when we need to exclude other foods due to children's allergies - if this becomes necessary, we will send home a letter and place details on the notice window.
- If your child has any allergies or intolerances, it is important that you inform a member of staff.

Head Lice

- If your child has a case of head lice, please treat with the appropriate medication as advised by your local chemist. Please inform a member of staff.

Sickness or Diarrhoea

- If your child suffers from sickness or diarrhoea, they should not return to Pre-School until they have been free of symptoms for at least **48 hours**.
- **Please telephone the Pre-School if your child is unwell and not attending a session.**

During a Pandemic (e.g. Coronavirus) or Emergency situation

We will operate a safe environment in accordance with government guidelines. During this time, some information in this document may, therefore, be suspended.

Note. Throughout this document the term “parents” is to be read as including carers, the plural also includes the singular.

Childcare and early education terms and conditions

The following terms and conditions govern the basis on which we agree to provide childcare and early education services to you.

1.0 Our obligation to you

- 1.1 We provide agreed childcare and early education facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.2 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare and early education.
- 1.3 We will notify parents as early as possible when the setting will be closed.
- 1.4 We will provide you with regular updates about your child's progress.

2.0 Your obligation to us

- 2.1 You are required to fully complete and return this *Childcare & Early Education Registration* form to us before your child can start.
- 2.2 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
- 2.3 The *Welcome Pack* includes medical consent and emergency treatment authorisations which you are required to complete before your child attends.
- 2.4 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious, they pose a risk to other children during normal daily activities.
- 2.5 You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
- 2.6 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge may be applied. Please refer to the policies for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
- 2.7 You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- 2.8 You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.

- 2.9 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
- 2.10 You should read our policies and procedures provided for parents - available on request.

3.0 Payment of fees

- 3.1 Our fees are based on a weekly fee which is the full fee payable before applying any funded entitlements. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month's notice.
- 3.2 Fees are required to be paid $\frac{1}{2}$ termly in advance and are based on your weekly fee. Fees are calculated by multiplying the weekly fee by the number of weeks that the Pre-School is open each $\frac{1}{2}$ term.
- 3.3 All payments made under this Agreement should be made by Bank Transfer or by cash where agreement in advance is made with the Pre-School manager. All payment regardless of method shall be made by the parent/guardian $\frac{1}{2}$ termly, in advance by the due date. It is your responsibility to obtain a receipt from the setting manager as proof of payment. Late payments will incur a late payment fee of £50.00. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
- 3.5 If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees.
- In the event of late collection of your child, we reserve the right to charge a late collection fee of £5, after 15 minutes of the agreed collection time, and £5 every five minutes thereafter.
- 3.6 No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays and our team has 5 training days per year. This helps support our team's continuing professional development which benefits the children and families. You are not charged for these days when the Pre-School is closed.
- 3.7 Where we offer a reduced fee rate after a child's 3rd birthday, the reduction takes effect from the first day of the following billing period.
- 3.8 Where your child is in receipt of funded early years entitlement and/or extended entitlement (additional 15 hours) the full weekly fee is payable during periods where the early years funding does not apply. We may also ask for additional information recorded on your child's registration form that will assist HMRC in making a decision about eligibility for certain entitlements.

4.0 Suspension of a child

- 4.1 We may suspend providing childcare and early education to your child at anytime if you fail to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.

- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare and early education while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the Pre-School Management Committee.
- 4.4 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You fail to pay your fees.
 - 5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
 - 5.2.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

- 6.1 If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare and early education to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- 6.2 If you have any concerns about the childcare and early education we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.

- 6.3 From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. We will seek written consent from you (the parent) before using images of your child.
- 6.4 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
 - 1.1 You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
 - 1.2 You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
- 6.5 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.
- 6.6 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
- 6.7 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.