

**Meppershall Village Hall, Walnut Tree Way, Meppershall, Bedfordshire SG17 5AB**

**Email: [meppershallps@gmail.com](mailto:meppershallps@gmail.com) / [psp.ad.mepp@gmail.com](mailto:psp.ad.mepp@gmail.com)**

**Tel: 07816 357159/ 01462 850660**

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## Terms and Conditions

The terms and conditions set out below reflect the custom and practice of Meppershall Preschool. The preschool's biggest single priority lies in providing a safe, stable and secure environment for the children attending and it is with this in mind these terms were designed. Nothing within these terms and conditions affects the parent/guardian's statutory rights.

- To register your child at preschool a non-refundable registration fee of £25.00 is payable for each child registered. This does not guarantee that a place is available. A minimum of 1 half term's notice must be given in writing to reduce attendance.
- Children can attend from the term that follows their 2<sup>nd</sup> birthday.
- We accept Nursery Education Funding for 3 and 4 year olds for up to 30 hours and Nursery Education Funding for eligible 2 year olds which presently is for up to 15 hours per week.
- Fees will be the responsibility of the person named on the registration form. Fees are payable during any periods of absence from the preschool, including sickness and holidays. Invoices for unfunded hours are prepared after completed funding forms have been returned. The invoice is payable in 2 instalments, the 1<sup>st</sup> instalment being due the end of 1<sup>st</sup> half of the given term with instalment 2 being payable at the very end of the given term.
- A sibling discount is applied to the youngest of 2 or more siblings on roll until that sibling reaches his or her 3<sup>rd</sup> birthday.
- The preschool is open for 190 days of the year and opens in line with Meppershall Church of England Academy. Opening times are: Monday - Friday 09.00-15.00 term time only. Prices quoted are for a 3 hour session, morning sessions being 09.00-12.00 and afternoon sessions 12.00-15.00. Rates vary according to age and a sibling discount is offered for 2 year olds. Morning & afternoon sessions include a healthy snack. Morning sessions are charged at 20p. (There is no charge for the afternoon snack). Children attending the 12.00-15.00 sessions require a packed lunch to be supplied by the parent/guardian. Please note the lunch will not be refrigerated.
- Meppershall Preschool operate a 'minimum number of sessions' policy to ensure your child/children settle in to the routine and gain maximum benefit from their time here. The minimum is 2 sessions/1 full day.
- 1 half term's written notice is required if you no longer require your preschool place or wish to withdraw your child from the preschool or reduce their hours. Fees are payable during this notice period. Fees are also payable if there is any delay taking up the preschool place once the place has been confirmed except in exceptional circumstances.
- Any late payment will incur a £12 administration fee and a further £12 charge each month that the payment is late thereafter.
- By signing this form you are agreeing to Meppershall Preschool recovering any costs incurred in the recovery of late or unpaid fees, including but not limited to legal and

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court fees. Children may be excluded from the preschool if fees remain outstanding more than 30 days beyond their due date and registration may be terminated.

- Meppershall Preschool does not accept responsibility for accidental injury or loss of property. We maintain the insurances required by law, copies of which can be seen at the setting.
- If your child falls ill during a session, a member of staff will contact the parent/guardian. If your child is suffering from a contagious illness your child should not be brought to preschool until the illness has passed. In the case of a sickness bug your child should be kept away from the setting for 48 hours after the last episode. Parents/guardians are required to inform the preschool if your child is absent for any reason and in particular due to illness. If your child is not attending a session the parent/guardian must notify the preschool by 9.15am for a morning session's absence or by 12.15pm for an afternoon session's absence.
- If parent/guardian consent is given, either sunscreen (named) provided by the parent/guardian or preschool's own sunscreen will be applied by a member of staff otherwise your child/children may not be permitted to use the outside space.
- The preschool will make observations and keep records on your child as part of the Early Years Foundation Stage (EYFS) curriculum and Ofsted requirements, enabling the tracking of your child's progress and supporting their developmental needs.
- The preschool has a responsibility to contact the local Safeguarding Authority should they have any concern that a child in their care may be the subject of neglect, ill treatment or abuse. This may be done without informing the parent/guardian.

Please sign below and return to preschool with your child's application form

Parent/Guardian signature.....

Date.....

Preschool Leader signature.....

Date.....