



Abbots Farm Preschool

Caterpillars



Terms and Conditions

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Aims and Objectives

- To provide high quality child care in a safe, secure and caring environment
- To work in partnership with parents
- To provide suitably qualified and experienced staff, **which includes a qualified class teacher**
- To make our preschool an enjoyable place to be

What you can expect from us:

- An inclusive environment
- A fully qualified class teacher who plans and delivers a wide range of stimulating activities and learning opportunities
- Children's feelings and preferences will be respected
- Good communication with parents and carers
- A clear behaviour code which challenges anti-social behaviour
- A clear procedure for dealing with concerns

What we will expect from you:

- Your child must be registered with the Preschool for a minimum of three sessions per week
- The terms and conditions of bookings are adhered to
- Good communication to inform the preschool of relevant changes
- Clear information about your child's welfare and needs
- Fee payments for additional sessions and lunch sessions are kept up to date

Equal Opportunities

We are committed to provide activities and play opportunities for all children, regardless of race, religion, gender, culture, or ability. Any prejudice shown towards children, staff or visitors to the preschool will be challenged. We will work in a positive way to encourage children to participate, take a pride in themselves, and respect each other and the environment.

Admissions Arrangements

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of the Preschool is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Preschool is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition, we take into account if siblings already attend Abbots Farm Infant School.
- The Preschool is open to every family in the community.
- No more than 24 children may attend at any one session.
- Children can be admitted on their 3rd birthday, dependent upon the availability of space. However, funding does not start until the term after they are 3.
- Due to the school admissions policy of all children starting school in the year that they are 5 most children start with us during the Autumn term. We are unable to keep places open for those children who have either a Spring or Summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice in the following Autumn term.
- Children may attend Abbots Farm Preschool for between 3 and 10 consecutive sessions per week, these sessions are 3 hours long. Children are expected to attend a minimum of 3 sessions a week. Less than this does not give enough continuity for a child to settle adequately within the Preschool.
- We welcome all children, irrespective of gender, special educational needs or disabilities, background, religion, ethnicity or level of spoken English. The preschool works closely with parents and, where appropriate, external professionals to ensure attendance is in the child's best interests. For children with identified SEND, we work in partnership with families and relevant agencies to make reasonable adjustments and provide a safe, inclusive environment that meets individual needs.
- Parents/carers are encouraged to visit with their child shortly before admission is due, and are invited to attend a "Stay and Play" session.
- A home visit must be completed before their start date and all paperwork returned.
- Funding is available for children who are already 3 and 4 years old. We will inform parents if they are eligible. (Funding available term after the child is 3).

Access

Morning sessions

Entrance and collection for morning sessions in preschool is on the main playground by the small picket gate leading into the preschool outdoor area.

Afternoon sessions

Entrance for afternoon sessions in preschool is via the red door at the rear of the school accessed through the staff car park. Please follow the pedestrian footpath next to the drive and around the edge of the car park until you reach the red door.

Collection at the end of the afternoon session is on the main playground by the small picket gate leading into the preschool outdoor area.

Please DO NOT walk directly across the staff car park area, as staff and visitors may be entering and/or exiting the car park area. **Please DO NOT park in the staff car park.**

Hours and Fees

Our Preschool operates Monday to Friday term time only.

Our pricing is reviewed regularly to ensure our Preschool provision remains sustainable whilst maintaining maximum flexibility for parents. Parents/ Carers will be given a minimum of 6 weeks notice of price increases.

Our Preschool Registration Fee is **£15 per child**.

Here is our full range of session options available:

Session Type	Times	Cost
Half Day	8:45 – 11:45 or 12:30 – 3:30	£18 or use 3 funded hours. <i>(No lunch included)</i>
Extended Half Day	8:45 – 12:30 or 11:45 – 3:30	£25 or use 3 funded hours + pay £7 for additional 45 minutes childcare (includes a hot meal)
Full Day (Funded Only)	8:45 – 2:45	£36 or use 6 funded hours (includes a hot meal)
Extended Full Day	8:45 – 3:30	£43 or use 6 funded hours + pay £7 for additional 45 minutes childcare (includes a hot meal)

Parents are required to sign their child/ren into preschool at each session. Please pick your child up promptly. If you are more than 15 minutes late to collect your child, you will be charged £10 for every 15 minutes (or part thereof) over. If this continues on three separate occasions, you will receive a formal letter and the preschool sessions will be withdrawn for your child.

If your child/children will be attending Breakfast Club, children in Preschool and Reception will be escorted to their classroom and handed over to a member of staff, whereas children in Years 1 and 2 will make their own way to their classroom. It is the responsibility of parents to inform the preschool staff when their child is attending Breakfast and/or After School club(s) by completing a Bug Club registration form.

If your child/children will be attending After School Club, children in Preschool and Reception will be collected from their classrooms; Year 1 and Year 2 will make their own way from their classrooms. Parents should collect their child from the After School Club at the end of their registered session and sign them out. Additional time will be invoiced and a failure to collect their child by the agreed time will incur a late fine of £10 for every 15 minutes (or part thereof) over.

Please note that preschool will not be available if the school has to close for adverse weather conditions or any other emergency.

***** IMPORTANT *****

Where a preschool place has been formally offered and accepted by both the school and the parent/carer, and the place is subsequently not taken up, the school will treat this as notice to withdraw. In these circumstances, an administration fee of £15 will be charged to cover processing costs.

Where insufficient notice has been given, the school reserves the right to charge fees for sessions that could not reasonably be reallocated, up to a maximum of four weeks' term-time sessions, in line with the notice period outlined in this policy. Any charges applied will reflect actual costs incurred by the school.

Bookings

Registration Form / Entry Profile

This must be completed before your child starts at the Preschool. It contains all the required information for each child including contact details, emergency contacts and any special welfare needs for your child. This information is confidential.

Parents are asked to update their registration form whenever there is a change of circumstances including telephone numbers, address.

Registration and Bookings

A registration form must be completed for the preschool before any session bookings can be made.

Preschool sessions are given on a first come first served basis, with priority given to siblings, providing your child is eligible as per Government Funding Guidelines. Children will only be entitled to a **maximum of 15 hours funded spaces per week** in the Preschool, and a **minimum of three sessions per week must be booked**. Additional sessions over the 15 hours funded space can be requested (spaces permitting) and these will be charged accordingly.

Sessions are accepted and booked for regular slots. If you require a one-off extra session due to extenuating circumstances, then please contact the office in the first instance. If there is space available and with agreement from the Head Teacher, then a space may be offered and will be charged at £18.00 per child per session (£25.00 including lunch club). Ad hoc bookings must be made through the office, subject to availability and fees paid on the day through School Gateway.

Sessions will be invoiced every half term and can be paid for through School Gateway within 30 days, unless by prior arrangement. If payment is not received the parent will be informed and the preschool will retain the right to give the place to anyone on the waiting list.

Cancellations

Any cancellations for confirmed sessions will be charged. It remains the parents' responsibility to inform the preschool if their child will not be attending one or all of their sessions.

Notice

Notice to cancel a session(s) needs **4 weeks term time notice** to be given. This will need to be in writing either by letter or email to the [School Office](#).

Behaviour Guidelines

Behaviour is understood as a form of communication. Where a child's behaviour reflects additional needs, emotional development or emerging regulation skills, staff will respond in a supportive, developmentally appropriate and consistent manner.

Children have the right to:

- A safe and caring environment

Children have the responsibility for:

- Caring for equipment and the club environment
- Not harming others by word or deed

Staff have the responsibility for:

- Setting clear expectations and boundaries for acceptable behaviour
- Encouraging positive behaviour with praise
- Dealing with unacceptable behaviour in a fair and consistent manner
- Informing parents of behaviour concerns

Parents have the responsibility for:

- Encouraging the positive behaviour of their child
- Working in partnership with the club to resolve behaviour concerns.

Preschool rules

- Use quiet voice
- Walk inside
- Use kind words
- Use kind hands
- Look after our toys

Children will be encouraged to "Share, care, and always play fair".

Incidents

The preschool teacher/preschool staff will deal with any behaviour incidents that take place at the Preschool. In most cases the consequences will be:

- Time out from an activity
- Discussion with an adult

In cases of more serious misconduct or where poor behaviour is repeatedly occurring, a written record will be kept, signed and dated and a member of the Preschool staff will speak to the child's parents/carer.

In the event of repeatedly unacceptable behaviour or in extreme circumstances the Headteacher will be informed. In exceptional circumstances, and where all reasonable support strategies have been exhausted, the School reserves the right to suspend or withdraw a child's Preschool place, in line with statutory guidance and the school's behaviour and safeguarding policies.

Health and Safety

The Preschool operates under the Local Authority Health and Safety guidelines. A Health and Safety check is carried out daily for fire safety, emergency exits, first aid equipment, windows, doors and floors, etc., and any problems reported to the correct person at school.

Guidelines:

- Staffing ratios will be maintained in line with the Early Years Foundation Stage (EYFS) statutory framework. Where a qualified teacher is present and children are aged three and over, ratios may be up to 1:13. At all other times, ratios will not exceed 1:8.
- All staff are DBS/ police checked and all references followed up
- At least one member of staff each session is First Aid trained
- The preschool is inspected by OFSTED as part of the school inspection framework
- Fire drills are practised termly and recorded

- Children are appropriately supervised

First Aid

At least one member of staff per session will be first aid trained. All of our preschool staff have a full paediatric First Aid qualification.

Accidents

An accident form will be filled out for all accidents that occur at the Preschool. You will be notified when you collect your child if any minor injury has occurred e.g. bruise or scrape.

If the injury is a minor one e.g. a bruise or scrape, you will be notified when you collect your child.

If the injury is serious and/or requires further medical attention, the parent/carer will be contacted immediately.

If a child needs hospital treatment a member of staff will accompany the child and wait at the hospital until the parent/carer arrives.

Medication

A Medication Form must be completed for any child who requires medication during preschool hours. Medication cannot be given without written parental permission. Preschool staff are not permitted to administer medication. Preschool staff do not routinely administer medication. Where medication is required to support a child's medical needs, this will be managed in line with the school's Supporting Children with Medical Conditions Policy and following completion of the required consent documentation.

Safeguarding

The Preschool operates in line with the school's Safeguarding and Child Protection Policy.

Preschool have a duty by law to take action if they suspect that a child may be subject to abuse. Concern is first and foremost for the welfare of the child.

Preschool staff responsibilities do not include investigating the suspected abuse and any concerns will be reported to the appropriate safeguarding authorities.

Data Protection and Confidentiality

All personal information collected for the purposes of operating Abbots Farm Preschool, including registration details, medical information, funding eligibility, and contact information, is treated with care and confidentiality.

All personal data is stored securely and processed in line with the school's Data Protection and GDPR Policy, in accordance with data protection legislation. Information is only accessed by authorised staff and is shared with relevant professionals only where necessary to support a child's welfare, safeguard children, administer funding, or where required by law.

Parents/carers have the right to access their child's personal information and to request corrections in line with data protection regulations. Further information about how data is collected, stored, and used is available in the school's Data Protection and Privacy policies.

Terms and Conditions

- I understand that the preschool staff will take all reasonable care of my child
- I agree to sign my child/ren in/out preschool for each session attended
- I have read, understood and agree to abide by the policies and procedures of the Preschool
- I agree to abide by and support decisions made by the Preschool Staff regarding persistent bad behaviour
- If my child will be attending the Bug Club, I will arrange for my child to be collected from at the agreed time (by 6:00pm at the latest). I agree to pay a fine of £10 per every 15 minutes (or part thereof) late after the session time
- I will inform the Preschool if my child will not be attending a session
- I will inform the Bug Club by 7.30am if my child will not be attending a breakfast session
- I will inform the Bug Club if my child will not be attending an after school session
- I will notify the preschool if someone other than those specified on the registration form is collecting my child
- I will agree to keep my child away from the preschool for a period of 48 hours after a contagious illness, sickness or diarrhoea
- I agree to pay for all sessions that have been pre booked, whether my child attends the sessions or not
- I understand that if fees are not paid by the due date the Preschool has the right to refuse admission to sessions
- I agree to give 4 weeks term time notice if I wish to withdraw my child from Preschool
- I agree to give 4 weeks term time notice if I wish to decrease and/or change any session day(s), session times (spaces permitting)
- I understand that, whilst under supervision of staff, my child will not be able to leave the premises unless the staff have organised an activity for which I will have received prior notice