

Oakhill Early Years Centre: Terms & Conditions 2022

We are open for during school term-time only. We are closed over half-terms, Christmas, Easter and Summer holidays and for all Bank holidays.

We are neither registered nor insured outside these times. Parents must collect by 12.00pm if attending in the morning session or by 3.00 pm if attending the afternoon sessions. The Pre-School reserves the right to charge parents who are continually late collecting their children.

If you know you are going to be late, please can you arrange for somebody else to collect your child and telephone the Pre-School to inform us of who will be collecting, along with a description and password, so that the staff are aware of who to expect.

The Child's Health

Parents must inform the Pre-School if the child has a known medical condition or health problem or has been in contact with infectious diseases. The child must not be brought to the Pre-School if he/she is unwell.

Parents/Guardians Authority

In Loco Parentis: the parents authorise the Pre-School to act in loco parentis in all respects. Parents/Guardians consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to the child in distress or to maintain safety and good order. Parents/Guardians consent to emergency medical treatment including surgery and /or general anaesthetic, if certified necessary by a doctor and if Parents/Guardians cannot be contacted in time.

Payment of Fees

Fees will be charged on a weekly basis via ParentPay and these should be settled within a week. If fees remain outstanding after this time, the Pre-school will reserve the right to add a £20.00 charge for late payments. If the fees are still outstanding and no attempts have been made to settle the account the Pre-School reserves the right to terminate the contract. Such items will be recoverable by action if necessary by our Debt collection agency.

Responsibility for payment

Fees are the joint responsibility of each person who has signed the Registration Form.

Fees and Extras

Fees cover the normal curriculum and include morning and afternoon snacks. Parents need to provide a nutritious packed lunch. There is currently no option for parents to book a school meal.

Nappies, wipes and barrier creams are to be provided by the parent.

Fees will not be refunded or waived for absence through sickness or holidays or for any other cause.

Cancellation / Termination of the Contract

Once your child has been placed on our waiting list, you will be contacted should a place become available. Please advise us immediately if you no longer require the space.

In the event of a Parent/Guardian withdrawing a child immediately the Parent/Guardian shall still be due to pay one weeks' fee's in lieu of notice.

Oakhill Early Years reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs or if the termination of a place is considered by Oakhill Early Years Pre-School, in its absolute discretion, to be in the best interests of the Pre-School and/or the

continuing welfare of the other children at the Pre-school. There would be no refund of fees in these circumstances, fees in lieu of notice would not be charged.

Persons acting in a suspicious manner, under the influence of drugs or alcohol, or displaying offending or aggressive behaviour will be asked to leave the property and dealt with accordingly.

Weather Restrictions/Act of God

If the weather becomes severe or causes us to have concern for the welfare of the children or staff, we will call and ask for parents to collect their child from the Pre-School. No refund will be made in this event.

Settling Sessions

We would like to ensure your child is happy and settled, however sometimes children need Parents/Guardians to help with this transition and you would be expected to stay in such circumstances.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Pre-School being temporarily closed or the non-admittance of your child to the Pre-School for any reason; this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Pre-School premises, ie prior to arrival or after pick up. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents' property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind. We will make reasonable endeavours to keep parents and/or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

Insurance

The Pre-School undertakes to maintain those insurances which are prescribed by law. All other insurance is the responsibility of the parent. It is also the Parents/Guardians responsibility to ensure that all children's clothes are labelled and that no items of value are taken into the Pre-School. No responsibility will be accepted for the loss or damage of items.

Special Precautions

The Supervisor must be notified in writing immediately of any court orders or situations of risk in relation to the child for which any special precautions may be needed.

Concerns / Complaints

Parents/Guardians who have cause for concern must inform the member of staff or headteachers without delay.