



Three Legged Cross First and Nursery School

TERMS AND CONDITIONS

Out of School Provision

(including Charging Policy)

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

General

It is the parent/carer's responsibility to inform us of any changes in circumstance, especially contact telephone numbers.

Property & Clothing

1. We do not accept any responsibility for any loss or damage to children's property. It is the parent's responsibility to name and clearly label all items of clothing and lunch box if used. All toys, books or other equipment are left at home.
2. Footwear should be appropriate for comfortably using a range of physical equipment and be easy for the child to put on and fasten independently. *Inappropriate footwear could hinder your child from accessing certain activities and cause injury.*
3. Clothing should be practical and comfortable to ensure that your child can participate fully in painting and messy activities. This also encourages independence in toileting and self-care.
We do not recommend clothes that cannot be easily washed.
4. Parents/carers of children wearing nappies must provide their own nappies, wipes, cotton wool and creams.
5. Jewellery is not appropriate for nursery or school and can cause serious accidents. Stud earrings if ears are pierced are acceptable.

Security

6. It is the parent's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Health and Medical

7. Despite extensive risk analyses and all efforts to remove hazards, accidents can happen. All such incidents are recorded, monitored and reported back to the parent/carer. Where an accident is of a serious nature we will contact the parent/carer or the emergency contact to advise them of what has happened and what action is being taken. Where necessary we will contact the child's doctor or the emergency services.
8. School staff cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescription medicine, it is the responsibility of the parent/carer to notify the school and to sign the necessary form of consent prior to any medication being given.
Calpol and or paracetamol will not be administered unless as part of an additional medical need.
9. If your child becomes ill during a session school staff will contact the parent/carer or the emergency contact indicated on the registration form.
Any child who has had sickness and/or diarrhoea must stay away from nursery or school for 48 hours.

10. If your child is suffering from a communicable illness they should not be brought to school until such time as the infection has cleared.

Fees and Payments

11. Payment is accepted by bank transfer or childcare voucher.
12. Fees are payable in advance of any provision and need to show in the school bank account before the date of the provision. **Three working days are needed for payments to show in the school bank account.**
13. An invoice can be issued by the school office on request.
14. Refunds will not be given for absence due to illness or holidays.
15. In the event of malicious damage to property caused by your child, an invoice may be issued for payment of repair or replacement of the article.

Non-payment of fees

16. In the event of payment not being accepted or completed by the bank, the school reserves the right to take the following action:
 - i. Pass on to the parents the cost of any bank letters or bank charges.
 - ii. Refuse any further bookings for out of school provision until the debt is settled.
 - ii. Refer the debt to a debt collection agent.

Late Collection

17. If you are running late collecting your child, you must inform the school office.
A lateness fee may be charged as follows: If you are up to 15 minutes late to pick up your child/children, there will be a charge of £5 made. Thereafter an additional £5 per 15 minutes or part thereof will be charged. This will be added to your next invoice.

Attendance

18. Allocated sessions cannot be changed on an ad-hoc basis.

Behaviour

19. We hope your child will be happy within our setting but If they do fail to settle after an agreed amount of time we will contact the parent/carer to take child home until they are ready to join us.
20. As after school and breakfast sessions are not statutory, it is expected that your child will behave in an acceptable way. If your child's behaviour becomes a danger to their selves or others the parent/carer will be contacted to collect the child.

We reserve the right to remove/add/change these Terms & Conditions without notice.