



Freeland Pre-school

Freeland Partnership Foundation Stage Unit,
Freeland CE Primary School, Parklands, Freeland, Witney, OX29 8HX

Tel: 01993 882945

Email: freelandpg@hotmail.co.uk

Web site: www.freelandpreschool.org

Freeland Pre-school is a Registered Charity (No: 1015592)

TERMS AND CONDITIONS OF BUSINESS

OPENING HOURS

Pre-school opens from 08:45 to 15:15 on Mondays to Fridays. It is a term-time only setting. It does not open on Bank Holidays or school "Inset" days. Term dates are notified by letter, displayed on Pre-school's website and on the parent notice board.

PAYMENT OF FEES

Fees are payable monthly, in advance, and are due by the specified date each month. Payments can be made by BACs, employer arranged childcare vouchers, cash or cheque. Cheques should be made payable to "Freeland Pre-school".

Late payment of fees will be subject to an administration charge of 10% of the monthly fee (minimum charge of £10). Any returned cheques will incur a £20 administration fee.

Persistent late collection of children from pre-school will result in a "Persistent Late Collection Charge" of £10.00 (per occurrence) being added to the following month's invoice.

If you are having any problems with payment, please speak to the Administrator at your earliest opportunity so that a payment plan can be made if necessary.

Non-payment of fees for one month triggers Pre-school's "Unpaid Bill Procedure", which is available on request. Continued non-payment of chargeable childcare may result in the Pre-school giving written notice to parents to withdraw their child from chargeable childcare. Freeland Pre-school will continue to provide a Nursery Education Grant funded place for up to 15 hours per week or in line with the prevailing NEF code of practice on free nursery education at the time.

Fees remain payable when a child is off sick and when a child is on holiday.

Freeland Pre-school reserves the right to review its fees termly. One month's written notice of any changes in fees will be given.

REGISTRATION

To secure a place at Freeland Pre-school a "Terms and Conditions" form must be signed and returned to the Administrator.

CLOSURE

There are certain events which could result in Freeland Pre-school having to close for a limited time. We will aim to resolve the closure as soon as possible and will keep parents/carers informed of the situation. In the event of situations such as bad weather, flooding or infectious illnesses (i.e. situations which cause the Pre-school to have concern for the welfare of children or staff) the premises will be closed for health & safety reasons.

If the Pre-school has to close, or we take the decision to close, due to events or circumstances which are outside our control Freeland Pre-school shall be under no obligation to provide alternative childcare facilities. It is not practical for missed sessions to be made up by attendance on days not normally attended. Fees will remain payable during any period of closure.

EXTRA SESSIONS

Unfortunately, Freeland Pre-school is unable to offer additional ad-hoc sessions. Emergency situations will be considered.

CHANGES TO SESSIONS

Pre-school requires one term's written notice of any reduction/change in sessions or if your child is leaving Pre-school.

SICKNESS

Parents are requested not to send their child to Pre-school if they are unwell or have been unwell within the previous 48 hours. This will help us to reduce the spread of illness and ensure that your child has a happy time at Pre-school. Should your child become unwell during the day Pre-school will contact you to advise you of the problem and may ask you to collect your child if it is considered appropriate.

If your child is unable to attend Pre-school please telephone to advise us.

PROPERTY AND BELONGINGS

Pre-school provides an extensive range of equipment and activities for children of all ages. Therefore it is neither necessary nor advisable for children to bring personal toys in from home. (Children's comforters are of course welcomed). Although staff will make every effort to ensure that children's belongings are not lost or damaged Freeland Pre-school cannot be held responsible for loss or damage to such property. All personal items, including lunch boxes and drinks bottles, must be clearly labelled with your child's first name and surname.

CHILD PERSONAL RECORDS

Pre-school requires parents to complete a registration form which will provide all the information required to keep your child safe and well at Pre-school, as well as ensuring that you are contactable while your child is in Pre-school's care. All information provided will remain confidential and is requested and retained in accordance with the current Early Years Foundation Stage welfare requirements.

MEDICINE CONSENT FORMS

The Pre-school staff can only administer prescribed medicines with the parent's full written permission (via the "Medicine Consent" form). However, careful thought should be given as to whether your child is well enough to attend Pre-school.

START TIME

Freeland Primary School does not allow anyone on the premises before 8.40am. Please wait outside the pupil gate prior to this time. Freeland Pre-school is open from 8:45am.