



# Little Acorns Parent Registration



Little Acorns Preschool



Stogursey School

Tower Hill, Stogursey, Bridgwater TA5 1PR.

Email: [preschool316@educ.somerset.gov.uk](mailto:preschool316@educ.somerset.gov.uk)

Tel: 01278 732389

Ofsted URN 123839







Thank you for your enquiry to register your interest with Little Acorns at Stogursey School. We are delighted that you would like to be part of our small preschool setting with in the school grounds. I have enclosed the prospectus, which gives a little more detail on what we do; I hope this information will answer some of your questions.

To register your interest please complete the 'Application to Join' Form and we will be in touch with you to confirm availability. Once your availability has been confirmed and days agreed you will need to complete the registration form along with the 'All about Me' - we will also go through this paperwork with you as it gives us an opportunity to get to know you and your child, their likes and dislikes and how best we can support them. Lastly, please read and sign the terms and conditions found at the back of this pack, the privacy notice is for your information.

If your child is eligible for the two or three year old funding please complete the child registration and parents declaration form and return to the school office, your child's birth certificate will also need to be seen and a copy made for our records.

The paperwork can be returned during a visit by yourself to the preschool (please make an appointment) or we can arrange a home visit, which is a lovely opportunity for us to get to know your child before they begin at preschool.

Policies and procedures can be emailed on request for your information or hard copies can be found in the reception area as you enter the preschool or on the schools webpage.

If you should have any questions please do not hesitate to contact us, we look forward to meeting you and your very special little person!

Best wishes

Sarah Dray Pre School Supervisor and Lianne Field Preschool Assistant.



## Application to join.

Little Acorns Preschool, Stogursey School, Tower Hill, Stogursey, Bridgwater TA5 1PR.

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<b>Full name of child:</b>	<b>Date of Birth:</b>
<b>Full Address:</b>	
<b>Postcode:</b>	

<b>Parent/Carer (1) name:</b>	
<b>Relationship to child:</b>	
<b>Full Address:</b>	
<b>Postcode:</b>	
<b>Daytime number:</b>	<b>Home number:</b>
<b>Mobile number:</b>	<b>Email:</b>

<b>Parent/Carer (2) name:</b>	
<b>Relationship to child:</b>	
<b>Full Address:</b>	
<b>Postcode:</b>	
<b>Daytime number:</b>	<b>Home number:</b>
<b>Mobile number:</b>	<b>Email:</b>

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## Session request

When would you like to start preschool? \_\_\_\_\_

Please tick the sessions you would like your child to attend:

Morning  Monday  Tuesday  Wednesday  Thursday

Lunch  Monday  Tuesday  Wednesday  Thursday

Early afternoon  Monday  Tuesday  Wednesday  Thursday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child.** Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file.

Signed parent/carer (1):

Date:

\_\_\_\_\_

\_\_\_\_\_

Signed parent/carer (2):

Date:

\_\_\_\_\_

\_\_\_\_\_

**Please be advised that this application form and offer of a place is subject to the preschool's terms and conditions. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions. Please return the completed form to the preschool or email to [preschool316@educ.somerset.gov.uk](mailto:preschool316@educ.somerset.gov.uk) and we will contact you to discuss a visit.**

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### **For office use only:**

Deposit paid:

Date paid:

\_\_\_\_\_

\_\_\_\_\_

*Tear off the following part to return to the parent(s)*

A place will be available for

(child's name)

\_\_\_\_\_

\* on

(date)

\* or; we will notify you when a place becomes free.

\_\_\_\_\_

Signed on behalf of the provider:

\_\_\_\_\_

Name:

Job title:

\_\_\_\_\_

\_\_\_\_\_

\*Please delete whichever is not applicable.

# Registration form



## Child's details:

Childs first name (s)	Surname:
Preferred name:	
Childs full address:	
Gender:	Date of birth:
Birth certificate seen and copied:	Yes / No

## Family details:

Name of parent (s) carer (s) with whom the child lives with:
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## Contact details 1. (including emergency information)

Parent/Carer (1) name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:
Does this parent have parental responsibility for the child? YES / NO	

## Contact details 2. (including emergency information)

Parent/Carer (2) name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:
Does this parent have parental responsibility for the child? YES / NO	

**Contact details 3.** (including emergency information)

Parent/Carer (2) name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:
Does this parent have parental responsibility for the child? YES / NO	

**Other person(s) with legal contact – To be completed where those persons with parental**

Name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:
What are the contact arrangements that we need to be aware of?	

**Emergency contact details if parents are not available – emergency contacts must be local.**

Name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:

Name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:



**Persons other than parent(s) authorised to collect the child** Must be over 16 years of age. Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, Staff will check before releasing the child.

Name:	
Relationship to child:	
Full Address:	
Postcode:	
Daytime number:	Home number:
Mobile number:	Email:

### PREVIOUS SETTINGS:

### Health and development

Has your child received the following immunisations? Please confirm and provide date of immunisations given.

**Two months old**      6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).      Yes  No       Date:

Pneumococcal (PCV) vaccine.      Yes  No       Date:

Rotavirus vaccine.      Yes  No       Date:

**Three months old**      6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).      Yes  No       Date:

Meningitis C vaccine.      Yes  No       Date:

Rotavirus, second dose.      Yes  No       Date:

**Four months old**      6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).      Yes  No       Date:

Pneumococcal (PCV) vaccine, second dose.      Yes  No       Date:

**Between 12 and 13 months old**      Hib/Men C booster - Haemophilus influenza type b (Hib), fourth dose and meningitis C, second dose.      Yes  No       Date:

MMR vaccine – mumps, measles and rubella.      Yes  No       Date:

Pneumococcal (PCV) vaccine, third dose.

Yes  No

Date: \_\_\_\_\_

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**Two to three years**

Flu vaccine

Yes  No

Date: \_\_\_\_\_

**Three years and  
four months or  
soon after**

MMR vaccine, second dose – mumps, measles and rubell

Yes  No

Date: \_\_\_\_\_

4-in-1 (DTaP/IPV) pre-school booster - diphtheria, tetanus,  
pertussis (whooping cough) and polio.

Yes  No

Date: \_\_\_\_\_

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**For internal use: Has the child's health record book been seen to confirm immunisation dates?**

Yes  No

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

## General parental permissions

### **Emergency treatment declaration**

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by a member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

**Name and Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### **For Inhalers and EpiPens**

I give permission for a named member of staff who has been appropriately trained to administer the inhaler or EpiPen supplied by me to (name of child) \_\_\_\_\_

The Named Staff are:

\_\_\_\_\_

**Name and Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I give permission for a member of staff to administer the following which has been supplied by me:

**Teething Gel (In accordance with the manufactures instructions)**

**Nappy Cream**

**Sun Cream (hypoallergenic sun cream)**

**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Paracetamol based medicine (e.g. Calpol or Sudafed)**

I give permission for the key person or preschool supervisor to administer paracetamol based products (e.g. Calpol) to (Name of child) \_\_\_\_\_

In the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the settings procedures on the administration of medicines.

**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**short trip - general outings**

Your child will be taken out of our setting as part of the daily activities. The venues used are detailed here:

Walk to the shops, The Castle grounds, Stogursey Church, Village Park, Fields at the back of the school and the playing fields.

I give permission for \_\_\_\_\_ (name of child) to take part in short trips or

general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any **planned** outings, I understand I will be informed and my specific consent obtained.

**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Photographs / Tapestry online learning journals.**

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We are happy to provide duplicate photos of your child to you if requested, (although this might incur a small charge to cover our costs). We may also record events and activities on video. Tapestry is our online learning journal that enables us to record and celebrate children's progress and to provide parents and carers with special memories to treasure, tapestry is password base for both the setting and parents and stored using a tablet computer and stored at the end of the day in a locked cabinet. Photos/videos are stored on the setting's computer only; we only store images during the period your child is at the school. On occasions we will use photos of your child to promote the Preschool and School, these photos maybe used for advertising purposes using different platforms such as YouTube and Facebook or the Stogursey School Newsletter, Schools Newsletter, Local Newspapers and the Preschools Facebook. The Preschools Facebook page avoids full facial pictures of the children to protect the child's anonymity.

I give permission  
for \_\_\_\_\_

(name of child) to have her/his photo taken, or to  
be videoed as per the above conditions.

**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Animals**

Caring for animals supports children's development and can be therapeutic, we may occasionally have \*supervised visits of animals to our setting and we have the following pets on site: Guinea Pigs and Fish.

Please state any known allergies \_\_\_\_\_

**\*A risk assessment will be carried out for visiting animals, and parents are informed.**

### **Key persons - Information for parents**

Each child joining the setting will have a key person appointed to them, The key person will be appointed once your child has settled and attachments made. It will be the key persons responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child. You will be informed of your child's key person and they will forward you weekly observations on tapestry.

### **'All about Me'**

To support the transition for your child to settle into our preschool we request that the **'All about Me'** form to be completed which is part of the registration pack, there are some parts to the form that will need to be answered together with the key person or supervisor and yourself. The 'All about Me' allows us to develop a greater understanding of your child and how best to support them at preschool.

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## Policies and procedures

Policies and procedures can be found in the preschool reception area, an electronic copy can be provided to parents on request. Please be aware of our information sharing policy and our safeguarding policies.

\*I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed  
name \_\_\_\_\_

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Parent name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Managers Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## Little Acorns Stogursey Preschool Privacy Notice

### Introduction

Stogursey Preschool is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs details about your child's interests and likes found in the 'All about me' section to support the transition from home to setting.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of and will need a copy of your child's birth certificate.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at [my/our] setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours funded childcare (only where applicable)
- to keep you updated with information about [my/our] service

With your consent, we will also record your child's activities for their individual learning record which will be on an electronic learning journal called tapestry and also a paper learning journal. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. This will be shared with you throughout your child's time with us and will be your to keep when your child moves up to reception.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

## Who we share your data with:

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- the government's eligibility checker (as above)
- the school that your child will be attending

we will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

## How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by: data stored electronically is password based access, paper documents are stored in a locked cabinet in a locked room.

## How long do we retain your data?

we retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).



## Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

## Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

# Childcare terms and conditions



## Little Acorns Stogursey Preschool Terms and Conditions

The document and the terms and conditions within it govern the basis on which Stogursey Preschool agree to provide childcare services to parent(s)/guardian(s).

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

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**I have read and agree to the terms and conditions, a copy has been given to me for my information in the registration pack.**

**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Your details:

Full name of parent/guardian (1)

Address

Telephone

Email

Full name of parent/guardian (2)

Address

Telephone

Email

Full name of child

Date of birth

**Our offer for a childcare place for your child:**

Expected start date of child's place

Settling in period

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 39 weeks per year.

We are closed on bank holidays and will run alongside the school's academic calendar with seven inset days (training days)

Will the child receive nursery education funding    Yes         No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

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## Terms and conditions



### Our obligation to you

- 1.0 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a deposit payment will be required to hold the place for your child. The monetary value of the deposit will be published as part of our schedule of fees which can be obtained on request. The deposit will be returned upon payment of the final invoice at the end of your child's attendance at our provision.
- 1.1 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.2 We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.4 We will notify you as soon as possible of any days we will be closed.
- 1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.6 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.7 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.8 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.9 We will maintain appropriate insurance to cover our childcare activities.
- 1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

## Your obligation to us

- 2.0 You will need to complete and return our *Application to Join and Registration Form* to us before your child can start with us.
- 2.1 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.2 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.3 You will read and abide by our policies and procedures.
- 2.4 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.5 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.6 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.7 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.
- 2.8 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.9 You will provide us with at least one month's working notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one working month from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.
- 2.10 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

## Payment of fees

- 3.0 Our fees are based on an hourly fee that shall be notified to you in advance of your child starting we may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's working notice, by completing our *Notification of Leaving Date* form which can be obtained from the supervisor.
- 3.1 We ask for four weeks' term time working notice if you decide to leave.
- 3.2 Fees must be paid on a half termly basis, before the end of term. We calculate the amount payable by you each half term by multiplying the hourly Fee by the number of hours and adding any lunch fees by the number of hours/days in that half term.
- 3.3 All payments made under the Agreement should be by cash or cheque. All payment, regardless of method shall be made by you half termly, by the due date. Late payments incur a late payment fee of £10. In addition, we reserve the right, if we see fit to charge daily interest all outstanding amounts at the rate of 3% above the bank of England rate.
- 3.4 If the payment of fees referred to in 3.2 is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, [we/I] will raise the applicable charges under a separate invoice for payment.
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 days training days per year to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 In the event of late collection of your child, [we/I] reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis and will follow the schools late collection policy – this may mean that if you have not informed us of the late collection we may notify social services.

## **Suspension of a child**

4.0 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.

## **Termination of the Agreement**

0.0 You may end this Agreement at any time, giving the preschool at least one month's notice by completing the 'Notification of Leaving Date' form.

0.1 We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees;

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards our staff

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

0.2 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

0.3 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

## **General**

6.0 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Hourly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.1 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the supervisor. Customer

satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.

- 6.2 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.
- 6.3 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. It is our usual practice to provide both a meat and vegetarian option. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained/I am suitably trained in the preparation and serving of food.
- 6.4 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

### **This Agreement**

- 7.0 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.1 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.2 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.



## Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Stogursey Preschool, you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

Signed

Date

Parent name 2

Signed

Date

Signed on behalf of Stogursey Preschool:

Signed

Date

Name

Role (owner, director or trustee)

## Notification of Leaving Form

You are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our terms and conditions for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.

I confirm that \_\_\_\_\_ *(insert child's name)* will be leaving

Stogursey Preschool on \_\_\_\_\_ *(insert date)* and hereby give the required one month's notice period.

Name of parent/guardian \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Because we are always seeking to develop and improve our services we would be grateful for a response to the questions below. All feedback is treated confidentially and is greatly valued.

1. How long has your child attended our setting? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. Which age group does your child attend? 0-2's / 2-3's / 3-5's

3. Why is your child leaving?

Cost

Starting school

Attending another setting

Other (please state) \_\_\_\_\_

4. How would you rate the standard of care and education your child has received?

Very good

Good

Satisfactory

Poor