 **Kingsley Road Pre-school**

 **Hounslow Youth Centre**

 **Hounslow**

 **TW3 1QA**

 **kingsleyroadpreschoo@aol.co.ukl**

 **0203 609 6160**

**Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Session days/times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Parents, Guardian and Carers,**

**THIS AGREEMENT/CONTRACT MUST BE SIGNED PRIOR TO YOR CHILD STARTING PRE-SCHOOL. PLEASE READ CAREFULLY BEFORE SIGNING.**

**Thank you for choosing our pre-school for your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The pre-school is run by qualified and experienced staff and volunteers, if at any time your child is with us and you have any problems or questions about your child’s development or progress, please do not hesitate to ask us. We will ask you to sign up to our EYLOG system, this is so we can send you updates of your child’s development progress as well as updates of how they are settling in.**

**A full copy of our policies will be available at all times located in the play room, our policies and procedures are in a red folder.**

**The pre-school is fully insured and a copy of this policy is available for you to look at on request.**

**If you are over 10 minutes late there is a £5.00 charge for every 10 minutes you are late.**

**YOU MUST CONTACT US AT THE START OF ANY ABSENCE/ ILLNESS. IF YOUR CHILD IS ABSENT FOR 1 WEEK AND YOU HAVE NOT CONTACTED US THAN YOUR CHILD’S PLACE WILL BE REALLOCATED.**

Please be respectful. Verbal or physical abuse (including threats) that are made against staff will not betolerated. Incidents of this nature could put your child’s place at risk.

**Payment of Pre-school Fees**

**We ask for a £25.00 signing up fee which is none refundable (applicable for paying parents only)**

**Your child’s days and hours are, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The full cost of these sessions will be £ per week.**

**This is payable on the first session of your child’s week and the beginning of every week thereafter. We do stipulate that fee MUST be paid on your child’s attendance each week or monthly in advance if you prefer.**

**Fees are also to be paid in full if your child is unable to attend due to illness (including COVID-19,) if your child is in hospital or any holidays taken during term time. Please do not embarrass staff by asking for credit. If you wish to pay by cheque then please make them payable to KINGSLEY ROAD PRESCHOOL.**

**If you wish to pay by online banking, Lloyds bank account no:86060560 sort code 30-94-42 Please ensure to use your child’s name as a reference.**

**Two weeks written notice is required if you decide to leave preschool for any reason**. **If notice is not given** **any advanced payment will be forfeited.**

**YOU MUST CONTACT US AT THE START OF ANY ABSENCE/ ILLNESS. IF YOUR CHILD IS ABSENT and we get no response from a phone call due to safeguarding reasons we will have to visit the child’s home to check if all is ok. IF FOR SOME REASON WE HAVE NO CONTACT AT ALL WE WILL CONTACT SOCIAL SERVICESYOU’RE YOUR PLACE WILL BE REALLOCATED – THIS INCLUDES FUNDED CHILDREN.**

**Signed by parent/carer:**................................................................

**Signed by Management:**................................................................

 **KINGSLEY ROAD PRESCHOOL – Terms & Conditions**

1. **Children must arrive at the setting by \_\_\_\_\_\_\_\_\_\_ and be collected promptly at \_\_\_\_\_\_\_\_\_\_**
2. **I agree to sign any agreement needed**
3. **A two week notice is required in writing if your child is to leave the setting**
4. **I agree to contact the playgroup on the day if my child is going to be absent**
5. **I agree to inform the playgroup of any changes in my family circumstances that may affect my child.**
6. **I agree to pay a late collection fee of £5.00 for every 10 minutes past normal time.**
7. **I understand that if I break the term/conditions or health and safety policy I will be given a verbal warning, then written and asked to leave.**
8. **I understand that as soon as I collect my child from the premises my child becomes my responsibility, the adult at the door will continue to give security to those children without parents.**
9. **I understand I must not bring my child into pre-school until 48 hours after the child was last unwell, this includes if he or she has been unwell or running a temperature in the last 24 hours, this also includes sickness and diareaha.**
10. **I will familiarise myself with pre-schools policies and procedures.**
11. **I agree to answer fully any questions set on the registration form and update any changes when they happen.**
12. **I agree to pay full fees for absence/sickness/ holiday taken during term time and after school club.**
13. **KINGSLEY ROAD PRESCHOOL reserves the right to refuse or withdraw a place for any child if we believe such actions are in the best interest, safety and security of that child or other children attending the playgroup. Your child’s place can also be withdrawn if you fail to pay the child’s correct fees.**
14. **We require you to bring with you at the start of each session your child attends a spare set of clothes, including pants/socks. If your child is in nappies than at least two nappies should be provided by you for each session along with baby wipes.**
15. **I agree to pay for the term**
16. **I agree to you informing me of my child’s achievements or any concerns**
17. **In cases of emergency we may need to provide your child with wellington boots, if your child gets sent home wearing a pair they MUST be returned, there is a £5 fee.**
18. **I will provide my child with weather appropriate clothing e.g. sun hat, spare clothing and NO OPEN TOE SHOES!**

Parents Signature………………………………………………………………Date………………………………

Manager Signature…………………………………………………………….Date……………………………..