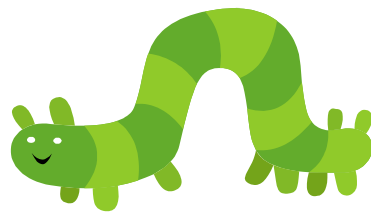


Caterpillars Preschool

Abbots Farm Preschool



Caterpillars

Terms and Conditions

Updated: 18/1/23

Caterpillars Preschool

Aims and Objectives

- To provide high quality child care in a safe, secure and caring environment.
- To work in partnership with parents.
- To provide suitably qualified and experienced staff.
- To make our preschool an enjoyable place to be.

What you can expect from us:

- An inclusive environment.
- A wide range of stimulating activities and opportunities.
- Children's feelings and preferences will be respected.
- Good communication with parents and carers.
- A clear behaviour code which challenges anti-social behaviour.
- A clear procedure for dealing with concerns.

What we will expect from you:

- Your child must be registered with the Preschool for a minimum of three sessions per week.
- The terms and conditions of bookings are adhered to.
- Good communication to inform the preschool of relevant changes.
- Clear information about your child's welfare and needs.
- Fee payments for additional sessions and lunch sessions are kept up to date.

Equal Opportunities

We are committed to provide activities and play opportunities for all children, regardless of race, religion, gender, culture, or ability. Any prejudice shown towards children, staff or visitors to the preschool will be challenged. We will work in a positive way to encourage children to participate, take a pride in themselves, and respect each other and the environment.

Caterpillars Preschool

Hours

Morning Session – 8:45am to 11:45am (Doors open at 8:35am)

Lunch Club – 11:45am to 12:30pm

Afternoon Session – 12:30pm to 3:30pm

Entrance and collection for morning sessions in preschool is on the main playground by the small picket gate leading into the preschool outdoor area.

Entrance for afternoon sessions in preschool is via the red door at the rear of the school accessed through the staff carpark. Collection at end of afternoon session is on the main playground by the small picket gate leading into the preschool outdoor area.

***** Staff Car Park - This is to be accessed by foot only and for safety of the children please DO NOT park in the staff car park.**

Morning preschool sessions

The morning session runs from 8.45am – 11.45am Monday to Friday term time only.

Please note that preschool will not be available if the school has to close for adverse weather conditions or any other emergency.

Parents are required to sign their child/ren into preschool at each session. Please pick your child up promptly. If your child is the last to arrive at a sessions, they often become worried and upset which then may make it hard to settle when they are left at their next preschool session. If you are more than 10 minutes late to collect your child on three separate occasions, you will receive a formal letter. If this continues, the preschool sessions will be withdrawn for your child.

If your child/children will be attending Breakfast Club, children in Preschool and Reception will be escorted to their classroom and handed over to a member of staff, whereas children in Years 1 and 2 will make their own way to their classroom. Junior School children will make their own way to their school playground with parents' permission, or a member of staff will take them over to assist with crossing the road.

It is the responsibility of parents to inform the preschool staff when their child is attending breakfast and/or afterschool club(s) by completing a Bug Club registration form.

Caterpillars Preschool

Afternoon preschool sessions

The afternoon session runs from 12:30pm – 3:30pm Monday to Friday term time only.

Please pick your child up promptly. If your child is the last to arrive at a session, they often become worried and upset which then may make it hard to settle when they are left at their next preschool session. If you are more than 10 minutes late to collect your child on three separate occasions, you will receive a formal letter. If this continues, the preschool sessions will be withdrawn for your child.

Please note that preschool will not be available on school inset days or if the school has to close for adverse weather conditions or any other emergency.

If your child/children will be attending Afterschool Club, children in Preschool and Reception will be collected from their classrooms; Year 1 and Year 2 will make their own way from their classrooms; Junior School children will make their own way to After School Club if permission is given by parents, or a member of staff will go over to pick up children to assist with crossing the road.

Registration takes place in the After School Club. It is the responsibility of parents to inform the preschool when their child is attending breakfast and/or afterschool club(s) by completing a Bug Club registration form.

Parents should collect their child from the After School Club by their registered hours and sign them out. **Additional time will be invoiced and a failure to collect their child by 18:00pm will incur a late fine of £5 for every 15 minutes over.**

Lunch Club

The lunch club session runs from 11:45am – 12:30pm Monday to Friday term time only.

Please wait by the car park entrance at 11:45am where the Preschool staff will allow the children into lunch. At the end of lunch, some of the children will be handed back to their carer at 12:30pm.

Fees

Preschool Registration Fee £15 per child.

Lunch Club - £6.50 per lunch per child.

Additional sessions (over the 15 hour funded space) - £16.50 per session per child.

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IMPORTANT * Should an application be made for a preschool place which is confirmed by school and by the parent/carer but the place is not taken up, Abbots Farm Infant School will take that as termination which will result in a charge being made of £15.00 administration fee PLUS fees worth equivalent of 4 weeks term time notice equal to £330, total minimum payable £345.00 (depending on sessions booked and any lunch costs too) *****

Bookings

Registration Form / Entry Profile

This must be completed before your child starts at the Preschool. It contains all the required information for each child including contact details, emergency contacts and any special welfare needs for your child. This information is confidential.

Parents are asked to update their registration form whenever there is a change of circumstances including telephone numbers, address.

Registration and Bookings

A registration form must be completed for the preschool before any session bookings can be made. Preschool sessions are given on a first come first served basis, with priority given to siblings, providing your child is eligible as per Government Funding Guidelines. Children will only be entitled to a **maximum of 15 hours funded spaces** in the Preschool, and a **minimum of three sessions per week must be booked**. Additional sessions over the 15 hours funded space can be requested (spaces permitting) and these will be charged accordingly.

Sessions are accepted and booked for regular slots. If you require a one-off extra session due to extenuating circumstances, then please contact the office in the first instance. If there is space available and with agreement from the Head Teacher, then a space may be offered and will be charged at £16.50 per child per session; £23.00 including lunch club. Ad-Hoc bookings must be made through the office, subject to availability and fees paid on the day through Pay360.

Sessions will be invoiced every half term and can be paid for through Pay360 within 30 days, unless by prior arrangement. If payment is not received the parent will be informed and the preschool will retain the right to give the place to anyone on the waiting list.

Cancellations

Any cancellations for confirmed sessions will be charged. It remains the parents' responsibility to inform the preschool if their child will not be attending one or all of their sessions.

Notice

Notice to cancel session(s) needs **4 weeks term time notice** to be given. This will need to be in writing either by letter or email to admin2410@welearn365.com.

Caterpillars Preschool

Behaviour Guidelines

Children have the right to:

- a safe and caring environment

Children have the responsibility for:

- Caring for equipment and the club environment
- Not harming others by word or deed

Staff have the responsibility for:

- Setting clear expectations and boundaries for acceptable behaviour
- Encouraging positive behaviour with praise
- Dealing with unacceptable behaviour in a fair and consistent manner
- Informing parents of behaviour concerns

Parents have the responsibility for:

- Encouraging the positive behaviour of their child
- Working in partnership with the club to resolve behaviour concerns

Preschool rules

- Use quiet voice
- Walk inside
- Use kind words
- Use kind hands
- Look after our toys

Children will be encouraged to 'Share, care and always play fair'.

Incidents

The preschool teacher/preschool staff will deal with any behaviour incidents that take place at the Preschool. In most cases the consequences will be:

- Time out from an activity
- Discussion with an adult.

In cases of more serious misconduct or where poor behaviour is repeatedly occurring, a written record will be kept, signed and dated and a member of the Preschool staff will speak to the child's parents/carer.

In the event of repeatedly unacceptable behaviour or in extreme circumstances the Headteacher will be informed. The School retains the right to exclude a child from the club.

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Health and Safety

The Preschool operates under the Local Authority Health and Safety guidelines. A Health and Safety check will be carried out daily for fire safety, emergency exits, first aid equipment, windows, doors and floors etc. And any problems reported to the correct person at school.

Guidelines:

- The ratio of staff to children will not exceed 1:8
- All staff are DBS/ police checked and all references followed up.
- At least one member of staff each session is First Aid trained
- The preschool is inspected by OFSTED as part of the school inspection
- Fire drills are practiced termly and recorded
- Children are appropriately supervised.

First Aid

At least one member of staff per session will be first aid trained.

Accidents

An accident form will be filled out for all accidents that occur at the Preschool. You will be notified when you collect your child if any minor injury has occurred e.g. bruise or scrape.

If the injury is a minor one e.g. a bruise or scrape, you will be notified when you collect your child.

If the injury is serious and/or requires further medical attention, the parent/carer will be contacted immediately.

If a child needs hospital treatment a member of staff will accompany the child and wait at the hospital until the parent/carer arrives.

Medication

This form must be completed for any child who requires medication during preschool hours. Without written permission medication cannot be given. Preschool staff cannot administer the medication; the child must be able to do these themselves, with the support of preschool staff.

Safeguarding

Preschool have a duty by law to take action if they suspect that a child may be subject to abuse. Concern is first and foremost for the welfare of the child. Preschool staff responsibilities do not include investigating the suspected abuse and any concerns will be reported to the appropriate safeguarding authorities.

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Terms and Conditions

- I understand that the preschool staff will take all reasonable care of my child
- I agree to sign my child/ren in/out preschool for each session attended
- I have read, understood and agree to abide by the policies and procedures of the Preschool
- I agree to abide by and support decisions made by the Preschool Staff regarding persistent bad behaviour
- If my child will be attending the After School Club, I will arrange for my child to be collected by 6 pm at the latest. I agree to pay a fine of £5 per every 15 minutes late if I do not collect my child by 6pm
- I will inform the Preschool if my child will not be attending a session
- I will inform the Breakfast Club by 7.30am if my child will not be attending a session
- I will inform the Afterschool Club if my child will not be attending a session
- I will notify the preschool if someone other than those specified on the registration form is collecting my child
- I will agree to keep my child away from the preschool for a period of 48 hours after a contagious illness, sickness or diarrhoea.
- I agree to pay for all sessions that have been pre booked, whether my child attends the sessions or not
- I understand that if fees are not paid by the due date the Preschool has the right to refuse admission to sessions
- I agree to give 4 weeks term time notice if I wish to withdraw my child from Preschool
- I agree to give 4 weeks term time notice if I wish to decrease and/or change any session day(s), session times (spaces permitting)
- Whilst under supervision of staff, your child will not be able to leave the premises unless the staff have organised an activity for which you will have received prior notice.