



MADLEY PRE-SCHOOL TERMS & CONDITIONS

Securing Places

All admission documents must be fully completed and returned before a child can start their attendance at Madley Pre-School. Your child must attend for a minimum of two sessions (a minimum of 6 hours), taken over two days to ensure your child is familiar with the setting environment and their key practitioner. This ensures your child's emotional well-being is supported. Please see our Admissions Policy for further details.

Fees

Families will receive an invoice at the start of each month for any fees not covered by Early Years Entitlement Funding and are due in full within seven days of receipt. Payments can be made via BACS (our preferred method), cheque or cash. We also accept Childcare Vouchers or payments via a Tax Free Childcare or Student Grant Account. Fees will secure a child's place in the Pre-School and payment is still required in the case of any absence. If you no longer require a place for your child, or wish to reduce their hours, a written notice period of four weeks is compulsory. Please refer to our Payment Policy for further details.

Consumables and Extra Activities Charges

In addition to any Early Years Entitlement Funding received, we ask for a voluntary contribution towards food consumables, non-food consumables and activities charges, currently £3.00 per day. Attendance of any hours that fall outside of the Early Years Entitlement Funding are charged in line with our standard fees, which are inclusive of all consumables and additional activity charges. Please refer to our Payment and Fees and Funding Policies for further details.

Non-Payment of Fees

If fees are not paid within seven days, you will receive an automated reminder and then a second one if payment has still not been received after fourteen days. If fees remain outstanding and no attempt has been made to settle the account, Madley Pre-School reserves the right to terminate the contract. If your child is in receipt of Early Years Entitlement Funding, they may be permitted to attend their funded hours only. If you are having difficulty with the payment of fees, please see the Manager or our Administrator, who can support you through making a payment plan. Please refer to our Payment Policy for further details.

Illness and Holidays During Term Time

Fees are still applicable during this period.

Arrival/Departure

Our opening time is 9.00 am. Staff use the time before Pre-School starts to set up the learning environment, both inside and outside, and to discuss plans for the day. Entry is therefore from 8.50 am. Please be patient if you arrive before this time. Staff are unlikely to hear or answer the buzzer. At 8.50 am, families can come through the main gate to wait on the side path away from the road. At 9.00 am staff will open the wooden gate





to welcome children in. We kindly request that parents encourage their children to wait patiently on arrival and do not play with any activities or equipment that has been set up outside (however tempting)! Staff will have spent time preparing and setting up the environment ready to introduce a learning activity. Our finish time is 3.30 pm. If you need to collect your child early, please let a practitioner know so we can ensure we are not out on a walk or in the middle of snack time, for example. If someone other than the person with parental responsibility is going to be collecting a child, you will need to let practitioners know who it will be. That person will be asked for the password on their Contact and Medical Details Form. If this procedure is not followed the child will not be allowed to leave with that person until we have sought consent from the parent/carer. Please also see our Arrival and Departure Policy for further details.

Attendance

Please notify Pre-School if your child is absent for any reason. Absences will be followed up by a member of staff by first contacting a parent/carer and then an emergency contact if a parent/carer cannot be reached. Please see Attendance Policy for further information.

Late Pick Up

It is essential that children are collected on time as this impacts the finishing time for staff, any training they may need to do, or staff meetings they need to attend and their own family commitments. Understandably, emergencies do occur. Please call us if something unexpected happens so we can reassure your child. The Pre-School reserves the right to charge parents who are continuously late collecting their children.

Behaviour

At Madley Pre-School, we believe that children flourish best through positive reinforcement and when they know the behaviour that is acceptable. All children should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. We manage a child's behaviour in a manner appropriate to their age and stage of development and we aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

Illness

Please do not send your child into Pre-School if they have a high temperature or have needed Calpol in the morning. If children display symptoms of being unwell whilst at Pre-School, we will contact a parent/carer if we feel they are too unwell to continue their day with us. In the case of sickness or diarrhoea children are not permitted to attend Pre-School for 48 hours after the last episode. If your child becomes unwell during the day, we will contact the person with parental responsibility in the first instance. If we are unable to make contact, then we will call the person who is named as an emergency contact on their Contact and Medical Details Form. For information regarding 'When to Keep Your Child Off' Pre-School, please refer to the UK Health Agency advice.



Clothing

Children are required to bring a waterproof jacket/coat, a pair of wellingtons and indoor footwear. We recommend pumps or lightweight slippers for indoor use. It is also necessary that during the warmer weather both sun cream and sun hats are brought in every day. All belongings will need to be clearly labelled with their names. Sun cream should be applied before children arrive at Pre-School. We also ask that children bring spare clothes with them each day. In particular several pairs of socks, pants and joggers/leggings.

Learning and Development

At Madley Pre-School we are aware of the importance of promoting independent learning and developing a wide range of skills through a purposeful, calm, and respectful environment. We are aware that children are competent learners from birth and through nurturing their individual creativity, personal values and learning styles they can develop a positive disposition to learning. We record children's characteristics of learning and achievements in individual Learning Journeys. Parents/carers can ask to see these at any time.

Mobile Phones/Cameras/Camcorders

Only the Pre-School iPads are allowed to be used in the setting or around the Pre-School children. Parents and visitors are not permitted to use mobile phones on the Pre –School site. Please ensure you do not use your mobile phone whilst on Pre-School Grounds.

Madley Pre-School Facebook Group

We welcome you to join our Facebook group. You must add your child's name and agree to group rules before being added to the group. Search for Madley Pre-School.

Lunch Boxes We operate a healthy food policy at Madley Pre-School and would ask families to respect this through sending children with a healthy, nutritious and balanced lunch. The DfE has published new guidance on early years nutrition. In support of this, we promote foods that are not high in saturated fat, salt, and/or sugar like cakes, biscuits, crisps, sweet and savoury pastries and sweetened yoghurts and fromage frais. We ask that parents support us in this when making packed lunches. Further information on 'How to Make A Healthy Lunch Box' is available. Due to the risk of allergies, we are a NUT FREE setting. Please do not send any products with nuts in your child's lunchbox. Some foods are considered a choking hazard for young children and we ask that you follow the 'Food Safety - Help for Early Years Providers' advice given on the GOV.UK website to help reduce the risk of choking, or refer to our Food and Drink Policy for further advice.

Snacks

We offer the children the opportunity to try a wide variety of healthy snacks and always have fresh drinking water available. Children have two healthy snacks within the Pre-School day (one mid-morning and one mid-afternoon), with milk or water to drink. For example, a wide selection of different fruit and vegetables, hummus and vegetable sticks, cheese and crackers, wholemeal toast, porridge, natural yoghurt and fruit puree. Please





make sure staff are made aware of any intolerances or allergies and we will try our best to find suitable alternatives, e.g. oat milk.

Sleep

Please keep us informed of your child's sleep routine and we will support you in following it. If you would prefer that your child did not sleep at Pre-School, we will try our best. However, if they were to fall asleep during Relaxation Time, we would let them sleep but for a maximum of 30 minutes.

First Aid

Madley Pre-School reserve the right to administer first aid to your child by a trained practitioner. Please see our Health and Safety Policy for further details.

Medication

We will only administer medication when it is necessary. Please see our Administering Medication Policy for further details.

Equality and Diversity

At Madley Pre-School we are committed to providing equality of opportunity and anti-discriminatory practice for all children and families. All practitioners have positive attitudes to difference and will challenge all forms of discrimination within the setting. Please see our Equality and Diversity Policy for further details.

Safeguarding Children

At Madley Pre-School the welfare of our children is central to the organisation. All children and young people have the right to protection. We are committed to protect children and young people and will follow our Safeguarding procedure in all cases where practitioners have concern for a child. Please see our Safeguarding, Safer Recruitment; Raising Concerns Policies for further information on how we safeguard your child. You must notify the Pre-School immediately of any changes to the information you have provided and keep us informed of any other necessary information that may affect the childcare we provide for your child.

Contact Details

It is vital we have an up-to-date record of emergency contact details. Please keep us informed of any changes as and when they occur.

Children with Additional Needs

We provide an environment in which all children are supported to reach their full potential. Provision for children with special educational needs is a matter for everyone in our setting. In addition to the setting's Manager and the Special Educational Needs Coordinator (SENCo), all other members of staff have important responsibilities in enabling the children to equal access and opportunity. To enable us to support children effectively, we expect families to communicate and co-operate with our SENCo.

