

Telephone: 01923 679500 (Pre-School) or 01923 672531 (School Office)

email: admin@kingswood.herts.sch.uk

**PLEASE NOTE – PAGE 4 of these Terms and Conditions MUST be returned to secure your child’s place.**

**PAYMENT TERMS**

<b>2 year old children</b>	
Morning session: 8.30-11.30	£18.50
Lunch session: 11.30-12.30	£6.00 – bring packed lunch from home
Afternoon session: 12.30-3.30	£18.50
Full day: £43.00	

<b>3 year old children</b>	
Morning session: 8.30-11.30	£16.50
Lunch session: 11.30-12.30	£6.00– bring packed lunch from home
Afternoon session: 12.30-3.30	£16.50
Full day: £39	

**Free Early Education: 3 year old funding**

The term after your child’s third birthday all children can access 15 hours free education per week. The 15 hours free education is to be taken between 8.30am–11.30am or 12.30pm-3.30pm. Kingswood is open term time only for 38 weeks of the year.

**Free Early Education: 2 year old funding**

Some children are entitled to 2 year old free funding, the term after their second birthday, if they meet certain criteria. You will have received a letter from HCC if you are likely to be eligible. Please see information leaflets on our website for more information, enquire at your local Children’s Centre or come and ask in the office. We are obliged to carefully monitor the progress of children on 2 year old free funding and share information with the link Children’s Centre and next setting. Children on 2 year old free funding can access 15 hours free education per week, which is to be taken between 8.30am–11.30am or 12.30pm-3.30pm. Kingswood is open term time only for 38 weeks of the year.

*Whether your child is accessing 2 year old or 3 year old free funding, parents do not have to use all 15 hours and can choose to send their child for fewer hours, however there is a proven link between taking the full entitlement and the progress the children make. The Early Years Handbook states: ‘Hertfordshire County Council wants to ensure that children who are accessing free early education receive the best possible provision, in order to support and promote the wellbeing of our young children and their families. We are committed to the importance of early education and the positive impact it can make to children’s development and families’ lives. We will actively encourage parents of eligible children to take up their full free early education entitlement, promoting equality and inclusion’.*

Parents who do not take up their full 15 hours of education should be aware that additional hours **may not be available** should they wish to increase their child's hours at a future date. Parents have to complete a 'Parent Declaration Form' at the beginning of each term detailing how many hours education their child is accessing. All settings who offer free education have 'compliance visits' and parents should be aware that they may be contacted for information.

Parents can choose to purchase additional hours to top up the 15 hour free entitlement if they wish (subject to availability).

Parents can choose to send their child to Lunch Club between 11.30am-12.30pm at a cost of £6.00 per sessions. Children will need to bring a packed lunch from home.

If your child is accessing free education then we ask you for a voluntary snack contribution of £12 per half term to cover the costs of fruit, cookery ingredients, extra equipment, entertainments and special treats.

You will be given details of 'Wisepay' which is an online banking system, which we encourage you to use.

If you are unable to make online payments please put your payment in an envelope with your child's name on it and mark it as 'Snack'. Please make cheques payable to 'Kingswood Early Years Centre'.

All money (in sealed and named envelopes) can be placed in the letter box outside the Pre-School or main school office.

#### **Fee paying places:**

If your child is 2 years of age and is not entitled to 2 year old free funding or if your child is a younger 3 year old they may still attend Kingswood Pre-School. You can choose a morning place (8.30-11.30) or an afternoon place (12.30-3.30) and access lunch club. You may choose as many sessions as you wish (subject to availability), but all children must register for at least two sessions per week. We believe that children **need at least two** sessions each week to get used to the routines of the setting and to bond with the staff and other children.

A registration fee of £40 must be enclosed with the registration form for fee paying parents, this can be paid either by cash/cheque or BACS directly into our bank account; Barclays Bank Plc, Sort Code; 20-17-68, Account Number 63332403, this must accompany your application to secure your place.

All illnesses, absences (including family holidays) and any unforeseen closures due to severe weather or other emergencies, will be charged for.

We need one month's written notice for any decrease of sessions or withdrawal of a child, otherwise charges will be incurred.

If you would like to increase or change booked sessions we will arrange this as soon as we have received your written notice, though requested changes will depend on availability at the time.

**Invoices are sent out in advance on a monthly basis and should be paid in full during the first week of each month. If fees are not paid by the 12th of the month then your child may be refused care and lose their place at Pre-School.**

Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.

Parents are responsible for ensuring all details held by the Pre-School are kept up to date.

Please make sure that we have a daytime telephone number so that we can contact you in an emergency. If this number changes, please let us know immediately.

We use a service called 'Wisepay' to distribute our newsletters electronically to an email address of your choice and texts to inform you of emergency closures in the case of 'adverse weather conditions' etc.

Please ensure we have your correct email address at all times. If your child is regularly collected by a childminder or family member, they may also receive newsletters electronically. Please ask them to give us their email address. Alternatively all newsletters can be found on our website [www.kingswood.herts.sch.uk](http://www.kingswood.herts.sch.uk)

### **COLLECTING CHILDREN**

Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation.

Do not send anyone under the age of 16 to collect your child from Pre-School as we do not regard this as safe.

### **LATE COLLECTION**

Parents should collect their child promptly at the end of the Pre-School session.

If a parent is delayed they should telephone the Pre-School setting on 01923 679500 giving an expected time of arrival.

If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent and say that their child is waiting to be collected. After waiting 20 minutes with no response the emergency contact person for the child will be telephoned.

If there is no response and the child has not been collected after one hour, social services will be contacted.

In Pre-School we operate a 'Late Collection' fine system. For any child not collected at the end of their session a charge of £10 for the first 15 minutes and £1 per minute thereafter will be made.

### **SICKNESS**

- If your child has to be away from school please telephone the Pre-School on the first day of their absence (01923 679500). Children who have been sick or had diarrhoea must not return to school for at least 48 hours from the last episode, to try and prevent the spread of infection.
- It is important that we know of any contagious/infectious illnesses so that we can inform other parents, especially in the case of rubella/German measles.
- If your child has head lice, then please let us know and we will notify other parents so they can check their child.
- We can care for children with long term medical needs. If a child has a particular need we always work closely with parents to develop an individual 'Health Care Plan' to ensure every child is able to gain maximum benefit from attending our Pre-School.
- We can administer prescribed medication if it is required more than three times a day. You will be required to complete a medicines form. However, please consider that if your child is on medication he/she may not be well enough to be in school.

**Kingswood Pre-School – Registration Form**

**Please return to Kingswood Nursery School.** A member of staff will be in contact to discuss a starting date for your child.

I agree to abide by the terms and conditions of Kingswood Pre-School.

**I enclose a £40 registration fee to secure my child’s place. This has been paid by:**

Cash

Cheque – made payable to ‘Kingswood Nursery School’

or BACs - Barclays Bank PIC, Sort Code; 20-17-68, Account Number 63332403.

A receipt will be sent to you by return post.

I understand that I have to give one months notice to reduce sessions or remove my child from the setting. I agree to pay monies owed if I do not give the required notice.

Preferred starting date: .....

Child’s name: ..... DOB: .....

Parent’s name: .....

Parent/carer’s signature: .....

Date of signature: .....

Home Address: .....

Email Address: .....

Contact telephone numbers: .....

.....

***Please also attach the ‘Pre-School Sessions Request Form’ appropriate to your child’s age.  
If your circumstances change and you no longer require a place at Pre-School please let us know as soon as possible so we may offer this place to another child.***