

Loxwood Pre-School Conditions of Registration

- We are open 9am-1pm every weekday morning. When children turn 3 years of age, they have the opportunity to stay for the afternoon sessions (until 3pm) if staff feels that it is beneficial to the child, and they are able to manage the full day.
- We are open 38 weeks per year (term time only).
- Fees are invoiced half-termly to be paid by the due date marked on the invoice received. Fees not paid within the given date are subject to a surcharge of £2 per day added to your next invoice. Registration may be terminated if fees remain outstanding beyond 14 days of the due date.
- No refund will be offered for non-attendance.
- During the induction session, you will be given access to a copy of our Policies and Procedures document. Any queries need to be discussed with the Lead Practitioner and you will be asked to sign to confirm your understanding of our Policies and Procedures prior to your child starting Pre-School.
- It is important to collect your child on time at the end of their session. Due to their young age, the children can become anxious quickly if their parent or carer is late and our staff are only paid for their contracted hours. Therefore, a fine of £1 per minute will be charged for any late collection of children.
- All medicine, prescribed by a doctor, must clearly show the original prescription and be handed to the Manager or Deputy.
- You are required to inform us as soon as any contact details change.
- We use digital learning journals to make observations on children. Your child may appear in other children's photos/video observations which are regularly emailed to each child's parent/carer.
- You must inform the Pre-School in advance if someone other than the named person will be collecting your child. Your child will not be released otherwise.
- We may report any safeguarding concerns of child abuse to the Multi Agency Safeguarding Hub (MASH) or Social Services without informing the parent or guardian.
- We are OFSTED inspected and approved and can claim a free entitlement towards some 2-year olds and all 3- and 4-year old children, the term after their 3rd birthday. Should, for some reason, you not be eligible to receive all or part of the free entitlement you have claimed, you will be liable to pay any outstanding fees.
- At least one month's written notice is required to change a start date, reduce sessions, or give notice.
- If you chose to defer your child's start date for longer than a two-week period from the date you requested a 100% retainer fee will be applied.
- We reserve the right to make any adjustments without notice.
- A copy of our Admissions Policy will be sent to you with your confirmation letter.
- By signing the Registration Form, you agree to all the conditions of registration.