



Panda Preschool Playgroup

Howell Hall, School Lane, Copmanthorpe, YO23 3SQ

Member of the Early Years Alliance

Ofsted Setting Number EY 501461

Registered Charity Number 1035584

AGREEMENT OF TERMS AND CONDITIONS

PANDA PRESCHOOL PLAYGROUP

The following agreement covers the terms and conditions between Panda Preschool Playgroup and the Parent/ Guardian on behalf of their child. It should be used in conjunction with the Preschools Prospectus.

1. Details of the Preschool:

Panda Preschool Playgroup

Howell Hall, School Lane. Copmanthorpe. YO23 3SQ.

2. Name of the Parents/ Guardians:

1.

2.

3. Name of the child:

DOB

4. Statement on discrimination

The preschool will not discriminate against any child or their family on any grounds whatsoever. Similarly, we will not accept any discrimination against our children, our staff, or our committee members.

5. Safeguarding

See attached Safeguarding Statement. Parents should be aware of and understand the on-line safeguarding policies in place for all.

6. Local Authority Funding

Funding from the Local authority is available for some children:

a. 2-year-olds

The two-year-old funding allows eligible two-year-old children to access a funded early education place with a childcare provider. Parents/guardians who think they are eligible must apply online at www.yor-ok.org.uk and provide the code to the Panda Manager

b. 3- and 4-year-olds

All 3- and 4-year-olds are entitled to 15 hours funding per week over 38 weeks of the year. No funding application is necessary.

Some 3- and 4-year-olds are entitled to an additional 15-hour funding per week (30 Hours Extended Funding Entitlement). Parents/guardians who think they are eligible must apply online at www.yor-ok.org.uk and provide the code to the Panda Manager

Parents/Guardians must reconfirm eligibility every 3 months.

Parents/Guardians must note that funded hours can only be adjusted at the beginning of each Term. Any changes after the funding submissions have been made (at the beginning of each Term) will be charged as ad-hoc hours.

7. New Starters

For new starters, a £20 deposit is required. This will be refunded on the first invoice. The children will get 2-3 settling in sessions before the agreed start date, these will not be charged for.

8. Payment of fees

Any hours that do not qualify for Local Authority funding will be charged at a rate of £5.50 per hour. i.e. £16.50 per 3-hour morning session (9-12) or £19.25 for 3.5hr (8.30-12). Half hour lunch club will be £2.75 and 2.5hr afternoon session £13.75. A Full day 8.30-3pm (6.5 hrs) is £35.75. 9am-3pm (6 hrs) is £32.50. Any rises will be advised by the preschool with at least half terms notice via e-mail or letter.

All requests for additional sessions, must be accompanied with a signed request form (see appendix A). Any additional hours can only be taken if there are spaces available on the day and agreed with the manager 24 hours in advance. Payment is required with the application.

Parents are asked for a half termly contribution towards consumables including, but not only, daily snack, tissues, sanitisers, sun cream etc. This is currently calculated at £6 for the half term for each day that the child attends. E.g., 2 sessions per week = £12 for the half term.

Invoices will be raised at the beginning of each half term, these will include any unfunded hours, consumables, and any ad-hoc hours from the previous half term. **Parents/Guardians must pay the invoice within 15 days.**

9. Session Changes

If the parent/guardian wish to change the number of sessions taken by their child, they should contact the manager(pandapreschoolmanager@outlook.com) as soon as possible and we will endeavour to meet the request if the sessions are available. Changes during the term will be invoiced as ad-hoc hours.

10. Notice Period

If you are taking your child out of Panda Preschool for any reason, we need written or email notice of at least 1 paid half term (holidays do not count).

e.g., If you want to leave at the end of half term six you need to give written notice by the end of half term 5, or if your child or children are not coming back at the beginning of September, you need to have told us by the end of half term five.

11. Absence due to sickness/ medical emergency.

It is essential to inform us if your child cannot attend a session for any reason. It is important that we protect all our children and staff from any illnesses. If your child has sickness, diarrhoea, a high temperature, continuous cough, or an infectious rash, please do not bring them to preschool. If your child falls ill at preschool, we will do our best to contact you as soon as possible, so it essential that we have up to date contact details. In emergencies, we have a duty of care to seek medical advice and treatment. **Payment for sessions not taken in cases of absence due to holidays or sickness in term time will still be required.**

12. Education and activities undertaken.

The preschool follows the Early Years Foundation Stage Curriculum (EYFS). Details of this are set out in the Settings Prospectus, which is available on the website. We use In the Moment Planning, basing all our activities around the children's interests. Activities often take place outside. Please provide a change of clothes and sun hat/hat and gloves depending on the weather.

13. Celebration of cultural and religious festivals.

Each child's birthday will be celebrated as well as Christmas, Easter, and any other celebrations that a parent or guardian would like us to celebrate. If a parent/guardian has any specific requirements or concerns, they should speak to the manager or any member of staff.

14. Children with medical conditions/ allergies.

The parent/ guardian is required to advise the preschool of any medical conditions or allergies relating to their child and to keep the preschool updated on the progress of these conditions/ allergies.

15. Children with Special Educational Needs/Disabilities.

The preschool will work with the parents/ guardian and the local authority to ensure that any child with special educational needs/disabilities is able to experience a full Early Years education with appropriate adjustments in place. Lynne Selby is the qualified Special Needs co-ordinator.

16. Children's toileting needs.

During the session, the preschool staff will meet the toileting needs of each child. Whether this is changing nappies, helping a child with toilet training, or assisting a child who is reasonably competent with toileting skills. In the case of an accident the preschool holds a small reserve of spare clothing. Please can you send your child with spare clothing in a bag, nappies and wipes if needed.

17. Volunteer Committee

The preschool is managed by a small voluntary committee of parents/carers and local residents as well as the preschool staff. Committee meetings are held regularly and are always looking for new members. If you feel you can help, please get in touch to find out more. Thank you.

18. Data protection.

The preschool is compliant with the latest up to date GDPR regulations. And a copy of the policy is available on request.

I have read the above statement of the Panda Preschool along with the Preschool's Prospectus and Safeguarding Statement. I agree to accept these terms and conditions.

Parent/carer 1 signature _____ Date _____

Print name _____

Parent/carer 2 signature _____ Date _____

Print name _____

Preschool manager signature _____ Date _____

Print name _____

CONTACTS

Panda Manager pandaplaygroupmanager@outlook.com Mobile 07716 653801

Funding – pandaplaygroupvicetreasurer@yahoo.co.uk

Panda Secretary/Committee – pandaplaygroup@hotmail.co.uk

Appendix A – Approval for ad-hoc hours

Payment at the usual rate of £5.50 per hour is required with the application.

Name of Child:			
Half Term:			
Date	Hours	Name of Parent/Guardian	Signature