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MANSBRIDGE PRE-SCHOOL – TERMS AND CONDITIONS**

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child’s birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

**Our details:**   
Mansbridge Community Pre-School  
Octavia Road, Southampton, SO18 2LX  
Telephone: 02380 516525  
Email: [info@mansbridgepreschool.co.uk](mailto:info@mansbridgepreschool.co.uk)  
Ofsted URN: EY546269  
Insured by: RSA  
Insurance policy number: RTT209838

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s name:** | | | | | | **Child’s DOB:** | | | | |
| Full name of parent/guardian: | | |  | | | | | | | |
| Address: |  | | | | | | | | | |
|  | | | | | | | | | | |
| Telephone: | |  | | | Email: | |  | | | |
| **Our offer for a childcare place for your child:** | | | | | | | | | | |
| Agreed hours for funded and fee-paying sessions: F = Funded session | | | | | | | | | | |
|  | | | Monday | Tuesday | | | | Wednesday | Thursday | Friday |
| Morning session 8:30-11:30 | | |  |  | | | |  |  |  |
| Lunch session 11:30-12:00 | | |  |  | | | |  |  |  |
| Afternoon session 12:00-2:30/3:00 | | |  |  | | | |  |  |  |
| 30h top up session 2:30-3:00 | | |  |  | | | |  |  |  |
| **We are open for 39 weeks a year with 5 inset days, you are funded for 38 weeks a year. We are closed on bank holidays.**  **Total weekly fee for snacks/consumables £**  **Total weekly fees £** | | | | | | | | | | |

**Childcare agreement**

* I will inform you immediately of any changes to my contact details or other changes to the information on my child's registration form.
* I will immediately inform you if my child is suffering from any contagious disease, or if my child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious, they pose a risk to other children during normal daily activities.
* I will inform you of the identity of the person(s) who will be collecting my child. We will require a password and/or proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
* I will inform you immediately if I am not able to collect my child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge may be applied. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
* I agree to complete all relevant paperwork for my child and that the completion and return of such information is a condition of attendance for my child.
* I understand that I am responsible for the payment of my child’s Pre-School fees. If I wish to claim funding for my child’s Pre-School space, I will need to complete and keep updated relevant documentation and provide applicable codes to Pre-School.
* I agree to contribute 50p per session towards the cost of my child’s snack consumables and extracurricular activities.
* I understand fees are required to be paid at least a week in advance. Late payments will result in your child’s paid sessions being withdrawn and a late payment fees may be applied.
* I understand no refund will be given for periods when children do not attend a session due to illness, isolation or holidays. Please note that we are closed on bank holidays and our team has 5 training days per year. This helps support our team’s continuing professional development which benefits the children and families. These will be communicated to me in advance. I understand that these closures have been calculated into the total sessions available for funded children and in to the hourly rate for non-funded children. These days are not chargeable.
* I understand that if I claim funding for my child’s Pre-School space and my funding is cancelled or reduced, I will be eligible for payment and/or any arrears due.
* I agree to give preschool 2 weeks’ written (or email) notice if I wish to cancel or change a session for my child, or change my funded provider.
* I understand that I will be required to pay for sessions during notice. I understand that I will be required to pay for sessions that are booked and not taken, unless covered by funding.
* I understand that the Pre-School has a range of policies and procedures to which it adheres to. I understand that these policies are available in the setting and can also be given to me on request. I agree that the Pre-School policies form part of the terms and conditions of attendance.
* I understand that I need to provide nappies, baby wipes, nappy bags and spare clothing for my child.
* I understand that Pre-School are not responsible for any items from home that are brought in. I agree to name all personal belongings.
* I understand that I need to inform Pre-School if my child is not able to attend preschool at any time.
* I agree that I will not publish photographs or information from the Learning Journey in any way; for example, photographs cannot be posted on a social networking site or displayed in a public place, to protect images of my child, other children, staff and the setting.
* We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
* We will notify parents as early as possible when the setting will be closed.
* If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, no heating/hot water etc, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days
* We will provide you with regular updates about your child’s progress.
* We do not support the exclusion of any child on the grounds of behaviour. However, if your child’s behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate.
* During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

# Termination of the Agreement

* You may end this Agreement at any time, by giving us at least two weeks’ notice.
* You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.  
  **We may immediately end this Agreement if:**
* You fail to pay your fees.
* You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
* You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
* It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
* You have any concerns about the childcare we provide, please discuss them with the management. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.
* We take the decision to close. We will give you as much notice as possible in the event of such a decision.

**Additional terms and conditions**

* You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
* You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
* We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month’s notice.
* This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.

**Terms and conditions in relation to Covid-19**

* I agree to follow the advice as set out by the Government and comply with any necessary directions, restrictions to keep my family, child, Pre-School and the wider community protection from infection.
* I agree for the wellbeing of staff and children in our care I will not bring my child to Pre-School if my child is showing coronavirus symptoms
* I agree my child will not bring anything into Pre-School other than a plastic container for lunch and a plastic bag provided by the Pre-School
* I understand that there may be times when Pre-School are unable to offer all of the booked hours for my child. This could be due to a high number of staff self-isolating or due to having to close the setting.
* If and when necessary, I will provide proof of my child having a test and the result of that test (this could be by forwarding an email or text confirmation of the test and results.
* I will be available to pick my child up immediately if they begin to show symptom of covid-19.

DATA PROTECTION AUTHORISATION - I give permission to Mansbridge Community Pre-School to hold written and electronic data for the purposes of;

Learning and assessments, emergency contacts, safeguarding, sharing information between the setting and parents, sharing information between educational settings e.g. schools or shared care, sharing information with the Local Authority for funding and assessment purposes.

I will notify Mansbridge Community Pre-School by email or in writing if I wish to withdraw permission for data to be managed in this way. Further information on how we store your data and why we hold your data, and our retention periods please refer to our policy ; General Data Protection Regulation and Confidentiality Policy

Please sign below to indicate that you have read, understood and agree to the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

Signed………….……………………………………………. Parent/Carer Name………………………………………………………..

Date………….………………………………………………

Signed…………………………………………………………. Manager/Deputy Name…………………………………………………………..

Date………………………………………………………………