



Saplings Preschool at Martins Wood Primary School
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"Inspiring an ambition to learn"

Executive Head teacher: Mrs Z Phillips

Martins Wood Pre School Saplings

Terms and Conditions

1. Offer of a Pre-School place

1. There is a £50 non-refundable registration fee which is to be submitted with your child's application for a pre-school place once we have agreed a space, or you choose to be put on the waiting list. This will be taken off your first invoice.
2. A place on the waiting list does not guarantee a place in the pre-school.
3. You must confirm within one week of receiving notification of a start date that you still wish to take up the pre-school place. If you do not, the offer of a place may be withdrawn.
4. If your child is unable to commence at the pre-school on the given start date you will still be required to pay the fees associated with this place in order to retain it. Non – payment may result in the place being offered to another child.

2. Opening Days / Hours of Pre-School

1. The Pre-School is open from 8.45am to 11.45am /12.30pm to 3.30pm, Monday to Friday for 38 weeks per year. We are closed for five days a year for staff training (INSET), all the public holidays, and school holidays. Term Dates are available on the school website.
2. If we change the hours of the pre-school, we will give you as much notice of our decision as possible. We will also notify you as soon as possible of any days on which the pre-school will be closed.
3. At the end of the session, children are to be collected and parents given feedback. If a child is collected after this time, there will be an additional charge of £10 per 10 minutes of late collection.
4. You are required to inform us as far in advance as possible of any dates on which your child will not be attending pre-school (including holidays, illness, or appointments).

3. Fees



1. Invoices are sent at the beginning of the month and reflect the sessions on offer to your child during the month. The monthly fee may change slightly due to the number of days within the calendar month.
2. We do not charge for planned closures including bank holidays and INSET Days.
3. Fees may be reviewed at any time, but we shall inform you of the revised amount at least one month before it takes effect.
4. Fees must be paid on a monthly basis, in advance. All fees must be paid by bank transfer or Childcare vouchers. Under exceptional circumstances we may agree payment by cash or cheque, but it is your responsibility to obtain a receipt from a member of the pre-school leadership team as proof of payment.
5. If you fail to make payment in full by the due date, we will enforce an interest charge at 2% above the base rate of our bank on the fee outstanding for every day the invoice remains unpaid, with an administration fee of £25.
6. If there are more than two months unpaid, we may halt some of the services you receive.
7. No compensation will be paid, or refund given if the pre-school has to close due to any reason beyond the control of the pre-school such as power failures. Or if we take the decision to close during the day due to events or circumstances beyond our control (e.g., extreme weather conditions) the fees will continue to be payable in full and we are under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days in excess of three days.
8. If the pre-school is instructed to close by Government, then a 30% retainer fee will be charged throughout the closure.
9. No refund will be given for periods where your child's pre-school place is unfilled due to child illness or holidays.
10. If you are claiming your entitlement of 15 free education hours Saplings would expect that these are all accessed through Saplings. Education setting should receive before additional care.

4. Additional sessions or changes to your child's pre-school place

1. Saplings Pre- School is only able to offer the 3 options: 15 hours or 30 hours per week or 6 hours, due to staffing ratios.
2. You are required to provide us in writing with at least one months' notice of your intention to either increase to 30 hours (subject to availability) or reduce to 15 hours per week or withdraw your child



from the pre-school and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of any change.

5. Health & Wellbeing

1. You will be required to complete and return to us our application form before your child can start at our pre-school and immediately inform us of any changes provided in that personal record.
2. A medicine consent form will need to be completed if you require our staff to administer medicines to your child (as prescribed by a GP).
3. If a child has sickness or diarrhoea, they must not attend for a period of 48 hours from the last episode.
4. The pre-school will administer prescribed medication if your child has a health condition which may suddenly become life threatening. You will be required to complete a detailed Health Care Plan outlining the condition or medical needs. If it is deemed to be life threatening and we do not have the necessary medication onsite, the leadership team will have the right to refuse attendance with no refund offered.
5. If there are concerns regarding the welfare of any child, we must inform Children's Services, and reserve the right to do so.
6. For security reasons, if a child is to be collected by anyone other than the parent or known carer, the pre-school must be given prior notice. Under no circumstances will a child be allowed to leave with an unauthorised person or with a person deemed unfit to look after the child's safety and a password to be given.
7. For safety reasons any information about allergies will be displayed on the wall, so that everybody is aware.

6. Suspension

1. We may suspend the provision of pre-school to your child at any time if you have failed to pay fees or your child's behaviour is deemed by us to be unacceptable or endangers the safety and wellbeing of the other children or staff at the pre-school. The suspension will continue whilst we try to address these problems with you.

7. General

1. Parents should ensure that their child has the appropriate clothing for all weather as children will be playing in the grounds.



2. You are required to immediately inform us of any changes to your family details, especially contact numbers as we may need to contact you in an emergency. Any changes must be notified to us in writing.
3. **Safeguarding** – we have an obligation to report any instances where we consider that a child may have been neglected or abused, to the relevant authorities. We may do so without your consent and/or informing you.
4. If you have any concerns regarding the services, we provide please discuss these with the Pre-School Leader.
5. All clothing and personal belongings must be clearly labelled with your child’s name. Clothes may become soiled by paint or outdoor play, although we do try to avoid this. The pre-school cannot accept responsibility if it does occur.

I understand and fully accept the above terms and conditions with regard to my child’s pre-school place.

Child’s Name:.....

Signed.....Print Name.....Date.....

