



CONTRACT AND RULES.

1. Wetwang Pre-school times are Monday to Friday 9.15 to 11.45 plus Tuesday 12.30 to 3.00; these times must be adhered to as your children are not covered by our insurance policy outside these times.
2. Registration forms must be completed and returned to the staff before your child can be left at Pre-school.
3. The Pre-school is a Registered Provider and is therefore eligible to receive funding for three and four year olds. Please see insert for our current fees.
4. Bills will be issued at the end of a half term, detailing the amount due for the succeeding half term. The exception to this may be the half term starting in September and for new admissions.
5. Payment for a session must be made in *advance*. This may be on whatever basis is suitable e.g. weekly, fortnightly and half termly.
6. No refunds will be given unless a child is absent for a valid reason i.e. hospitalisation.
7. If your child no longer requires a place for reasons other than moving on to Primary School, please give two weeks written notice to the Pre-school.
8. Children must be 2½ years of age to be accepted without parental supervision. Parents are encouraged to attend the first few sessions with their child.
9. Parents must advise Pre-school, (in writing), if they have authorised a person, other than the usual person, to collect their child from a session.
10. Staff will not be held responsible for any child brought to the session prior to 9.15 a.m.
11. The staff are not responsible for any non Pre-school child at any time.
12. Regular committee meetings are held to enable all parents to contribute to the running of the pre-school
13. No children will be allowed in the kitchen at any time, and *all* the safety gates must be kept firmly closed at all times.
14. If there are any infectious diseases within your family, this should be notified to the Pre-school at once.

I have read, understood and agree to abide by the above rules.

Signed

Date

PARENT /CARER'S CONTRACT.

I understand the terms and conditions of Wetwang Pre-school and understand that payments made for a child, pay for the place whether the child attends a session or not. Arrangements can be made, for example, if a child is on extended holiday, given prior written notice.

Illness

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring in to the pre-school any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

Parent/Carer signature

Date

We also ask parents to give us permission for us to seek medical help for their child if the need arises, and to apply sun cream when necessary.

Parent/Carer signature

Date

We also ask parent's permission to take their child's photograph for Pre-school activities.

Parent/carer signature

Date

We like to offer the children a selection of fresh or dried fruit, and samples of foods from other countries/cultures, to eat at snack time. If there are any fruits/foods that you would like us not to offer your child, please advise below.

Child's name

Cannot be given

Parent/Carer's signature

Date

Walks

We may wish to take the children for short walks around the village, when possible, to explore and become familiar with their surroundings and also to collect/examine seasonal plants, birds, insect's etc.

I give/do not give permission for to be taken for short walks around the village, providing there is a good level of supervision.

Signed

Date

EMERGENCY LIST.

These are the names and addresses of people who may pick up your child/ren with written permission.

Name

Address

.....

..... **Tel. No.**

Signature.

Name

Address

.....

..... **Tel. No.**

Signature.

Please include the names of any person who may collect your child/ren or be contacted in the case of an emergency. Please ask the person named to sign the above form.