

# Bottisham Community Primary School



Headteacher: Mark Askew

## **Acorns Pre-School Class**

### **Contract with Parents/Carers**

#### **Terms and Conditions**

To enable us to provide and maintain the highest standards of care, and to ensure there is clarity about the contractual relationship between parents and the Pre-school class, we set out below our standard conditions.

#### **Admission**

Children will be considered for entry to the Pre-school class only after the registration form has been completed and returned to us. Please see the school website for full admissions criteria:

Acorns Pre-school class offers places to children aged 3-4yrs from the start of the term after they turn 3yrs old. The Pre-school currently has the following places available

- 8 x 15hr places – 5 mornings/week. Monday to Friday 9:00am -12:00pm
- 16 x 30hrs places – 5 full days/week. Monday to Friday 9:00am- 15:00pm

Where a full place is not requested, we will do our best to offer the sessions selected. Please be aware however, that where a full 15hr or 30hr place is not requested, desired sessions cannot be guaranteed. As part of Early Years best practice, we require any application to be for a minimum of 3 mornings or 3 full days. Offers of 2 mornings or 2 full days will only be made where there are sessions available following the above criteria being met first.

#### **Settling In Period**

As part of our settling in procedure, we may request a Home Visit (for children starting at the beginning of the autumn term) or ask you to bring your child for a stay and play session of 1/2 hour during a scheduled day, with a parent / carer present throughout. This will be arranged and scheduled with the Class Teacher.

When your child starts in the Pre-school Class, we are happy to support reduced and/or flexible hours for a short period, to help your child settle in. This must be discussed and agreed with the Class Teacher prior to your child starting in the Pre-school Class. If your child is finding settling in challenging, we retain the right to recommend reduced or flexible hours initially.

## **Welfare of the Child**

We will do all that is reasonable to safeguard and promote your child's welfare. Our Pre-school Class will work with children, parents and external agencies to support your child during their time in the class.

There is an expectation that children starting in the Pre-school class will be fully potty trained. Where a child is not fully potty trained, parents of that child must provide sufficient nappies, wipes and nappy sacks/bags for each day and spare clothes while potty training. These will only be used on your child.

**As part of Safeguarding and First Aid Procedures, we require notification of any existing injury, when your child is dropped off at Pre-school. Existing injury forms are available to download from the school website and should be handed to the Class Teacher upon arrival. If, during a session, staff notice any bruises / grazes on your child which have not happened within our setting, we will require you to fill in an existing injuries form when collecting your child. We will supply you with a copy of the form and request that you fill it out by hand.**

## **Health and Medical Matters**

If your child becomes ill during a Pre-school session, the school office will contact the parent / carer, or the emergency contact indicated on the Registration Form. Parents must inform the Main School office immediately of any changes to these contact details.

If your child is suffering from a communicable illness, in the interests of other children and Pre-school staff, they **should not** be brought to Pre-school until such time as the infection has cleared. Parents / carers are asked to communicate with the school office for guidance detailing the minimum periods of exclusion from the Pre-school for specific illnesses. **Please note that in cases of vomiting and/or diarrhoea, children must be absent from school for 48 hours from the last incident.**

Parents / carers are asked to notify the Pre-school if your child is absent from the Pre-school through sickness (on the first day of absence) on 01223 811235

Pre-school staff cannot administer any medicine to a child unless prescribed by a doctor and presented in its original packaging. Where a child is on prescribed medication it is the responsibility of the parent or carer to notify the Pre-school/school and to complete and sign the necessary form of consent prior to any medication being given. Medicine consent forms should be obtained from the main school reception.

Pre-school staff will act in loco parentis whilst your child is in our care and as such, we reserve the right to call an ambulance in an emergency and escort your child to the Emergency Department of the nearest hospital. In that event, the school will contact parents / carers immediately to meet them at the hospital.

## **Food and Dietary Requirements**

A mid-morning snack of fruit and/or vegetables will be provided for children in the Pre-school class. Children will also be offered water or milk.

**Please ensure that the Pre-school are notified of any food allergies before your child starts school.**

The school will take all reasonable care to ensure that a child does not come into contact with certain foods. Nuts, of any variety, will not be accepted into the Pre-school class at any time.

## **Concerns / Complaints**

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Pre-school Class Teacher. If the matter cannot be resolved at this level, the matter should be referred to the Deputy Head Teacher or the Head Teacher and should follow the School Complaints Policy.

## **Disclosures**

In order to ensure the Child's welfare and happiness, the parent / carer must share with the Pre-school Class Teacher any medical condition, health problem or allergy affecting the child, any concerns about the child's safety or wellbeing, or any family circumstances or court order which might affect the child at the time of the application or as soon as it is known. All information will be recorded by the Pre-school Class Teacher.

## **Fees**

Fees that are not covered by Government Funding will be charged in advance and must be paid within 7 days of receipt of the invoice. Fees will be invoiced to the person(s) named on the Registration Form. Fees are payable during periods of absence from the Pre-school, including sickness and any holidays taken when the Pre-school is open.

Fees are reviewed annually before the start of the new school year and so any increases will only occur once during the year. Any such increase will be notified by the school at least one half-term in advance of the increase being applied. **As of September 2025, private fees are charged at £6:00/hr or £18:00 for a whole 3hr morning or afternoon session.**

Please note six weeks or a half terms written notice is required if you no longer wish to take up your child's Pre-school place, wish to withdraw your child or make changes to your child's sessions/ days. Until that notice has expired, private fees remain payable.

Private fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Pre-school can properly budget for its own outgoings which continue whether or not all children are present and to ensure that the cost of individual default does not fall on other parents. If the Pre-school has to be closed due to any reason beyond the control of the school, such as power failure or adverse weather conditions, no compensation will be paid, or refund given.

## **Unpaid Fees**

If fees remain unpaid and go into arrears, the Pre-school reserves the right to withdraw the child's place with immediate effect.

## **Late Collection**

The Pre-school class arranges staffing to cover normal hours and seeks to recover those and all other costs through the normal fee arrangements. That staffing does not provide cover outside the

normal working hours of the Pre-school. Whilst the Pre-school seeks to provide some cover in emergencies, an additional fee of £5 per 5 minutes may be charged if children are persistently picked up late.

## **Belongings**

Parents are asked to ensure children do not bring personal items into school. The Pre-school does not accept responsibility for accidental damage or loss of property for unnecessary personal items brought into school.

School uniform is optional for Pre-school children. Parents are requested to send the children to Pre-school in clothes and shoes suitable for indoor, outdoor and messy play. Jewellery, heels and flip flops / sandals etc restrict a child's movement and can present a risk of injury. Parents are strongly advised against these items and must take responsibility for accidents caused by inappropriate or unsuitable belongings or clothes.

## **General**

You should be aware that the Pre-school takes photographs within the setting which will be used for your child's Learning Journey.

Use of photographs by the school, will be in accordance with completed Parental Photograph Consent Forms.

## **Security**

It is the parent / carer's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification. We use a few methods to ensure the safe handover of children in this case. Photograph Identification will be required, or we will have a prior password assigned to each individual child.

## **Data Protection**

It is a legal requirement for the Pre-school to hold information about children using the Pre-school and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records are held securely and confidentially.

## **Legal Contract**

The offer of a place and its acceptance by parents gives rise to a legally binding contract based upon these Terms and Conditions and the Policies and Procedures of the Pre-school. Any queries about them should be raised with the Pre-school Finance Manager, Pre-school Teacher or the Headteacher.

For more information or to discuss your childcare needs, please contact us on 01223 811235 Or at the following address: -

Please sign and return the slip below.

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**Bottisham Community Primary School**



Headteacher: Mark Askew

**Acorns Pre-School Class  
Contract with Parents/Carers**

I have read and agree to the Terms and Conditions of the Bottisham Community Primary Pre-school Class Parent Contract.

Signed ..... Date .....

Name in block capitals .....