



Gunthorpe Primary School Pre-school Parent/Provider Contract Terms & Conditions

Session times & fees

	Morning Session	Afternoon Session	Full Day Session
Monday	9.00am – 12.00pm	12.00pm – 3.00pm	9.00am – 3.00pm
Tuesday	9.00am – 12.00pm	12.00pm – 3.00pm	9.00am – 3.00pm
Wednesday	9.00am – 12.00pm	12.00pm – 3.00pm	9.00am – 3.00pm
Thursday	9.00am – 12.00pm	12.00pm – 3.00pm	9.00am – 3.00pm
Friday	9.00am – 12.00pm	12.00pm – 3.00pm	9.00am – 3.00pm

Aside from the 15 hours and 30 hours entitlement or any additional benefit for childcare costs, the charges will be as follows:

	Half day session	Full day session
2 year olds	£26.25	£52.50
3 and 4 year olds	£18.75	£37.50

This fee structure will be processed without being a barrier to taking up funded places. Children will need to bring a packed lunch to a full day session.

Term dates are displayed on the school website

<https://www.gunthorpeprimary.org.uk/virtual-office/term-dates>

There is a transparent process for booking places and payment procedure for the Pre-school at Gunthorpe Primary School as detailed in the Pre-school Booking and Payment policy. The policy aims to ensure that all parents and carers experience a fair process in booking sessions for their child/ren and are given clear guidance for paying any Pre-school fees for non-funded sessions. The policy provides guidance for notice of leaving or changing sessions.

Lunchtimes

Children attending a full day session should bring a lunch in a named lunchbox. Gunthorpe Primary School provides guidance for Healthy Lunch boxes and snacks in your welcome pack. We will provide a mid-morning and mid-afternoon drink and healthy snack to each child. Special dietary needs should be notified to Pre-school in the Admissions form. We are unable to reheat food. We advise that you include a small ice pack in your child's lunchbox, particularly in the warmer months. We

must insist that NO nuts, peanut butter, Nutella or cakes/biscuits containing nuts are sent in any lunchbox. There can be severe consequences for a child who is allergic to nuts accidentally eating them or being in close proximity to them and we would appreciate your co-operation with this request.

Drop off and Collection

Keyworkers will be available at the start of each session to be notified of any changes to collection arrangements. In case of emergency the pre-school should be contacted on 01733 571193. Please note that the staff have to be paid for any additional hours resulting from late collection of children. The Pre-school Late collection policy is within the Pre-school Booking and Payment policy.

Outside Activities

Whenever possible, we will be using our outside facilities and equipment. During the summer, please send your child with a sun hat and apply sun cream before your child arrives at Pre-school – please see the school Sun Protocol policy on the school website. During the winter, please can children come to Pre-school with a warm hat and gloves. During wet weather, it would be appreciated if the children have welly boots as a second pair of footwear.

Clothing

There is no compulsory uniform however, Gunthorpe Primary School sweatshirts are available to purchase. We would suggest that your child wears old, comfortable clothing and avoid clothes that will prevent them from using the toilet independently. Aprons will be provided for messy play and whilst washable products are used (pens and paints), there is no guarantee staining will not result from spills.

Accidents

In the event of a serious accident, staff will attempt to telephone parents/carers or the emergency contacts as provided. Should a child need to receive emergency treatment away from the Pre-school, a member of staff would accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded and the Gunthorpe Primary School First Aid policy will be followed.

Illness

We will refuse to accept children at a session who present symptoms for any contagious illnesses/sickness and diarrhoea. Please keep your children away from Pre-school for a further 48 hours after recovery. This is to prevent it spreading to other children and staff.

Medicines

Pre-school must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent – this means that we are unable to administer medicines such as Calpol unless a doctor's prescription is on the container.

Leaving your child

We ask parents/carers to work together with the Early Years and Childcare Practitioners when leaving their child. As they are so young it may take them a while to settle with us. Parents/carers may be requested to go, stay or come back within a short time span, whichever is appropriate. Our best interests are for each child to make the break with home as confidently and happily as possible. Your child can only be collected by people named by you. If you arrange for someone else to collect your child, please ensure that you inform a member of staff and that this is recorded. When your child joins us, their keyworker will ask you to supply a password, which should be used by anyone collecting your child. Please wait outside and we will bring your child out at the end of the session.

The role of parent/carers

We recognise the parents/carers as the first and most important educators of young children. Our Pre-school aims to support parents/carers. Parents/carers are children's role models for learning, their first teachers though exploring nature, reading together, cooking together and counting together. We are keen to hear about your child's achievements at home.

Changes to family circumstances

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of any recent or imminent events that may be on your child's mind (e.g. new baby or moving house).



Gunthorpe Primary School (Pre-school)

Acceptance of Terms & Conditions

I wish to apply for the admission of my child to Gunthorpe Primary School Pre-school. I have read the Terms and Conditions and agree to comply with them, the policies and any updated information when necessary.

Name of child:.....

Name of parent(s)/carer(s):.....

Signature of parent(s)/carer(s):.....

Date:.....