

MUCH HADHAM PRE-SCHOOL



Parental Permission Form, Emergency Treatment . Should an emergency occur in the provision or on an authorised outing, staff will ensure that your child receives the best and most appropriate care, attention and treatment. Therefore it is necessary for you to complete, sign and date the declaration below. Child's

Name _____ Date of birth _____ Please read, complete, sign and date the following declaration.

Declaration for emergencies: I agree to the registered person in the provision (or deputy in charge) taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that staff will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child to hospital in the case of a serious accident in my absence. I give permission for Pre-School staff to authorise hospital staff to administer essential treatment until my arrival.

Signed by parents/guardians

Signature _____ Name _____

Date signed _____

If you do not agree with any or all of the above declaration please do not sign but make your views known in the space below. The Pre-School manager will then discuss this with you and do their best to accommodate your particular wishes.

I do not agree with the declaration and would prefer the following procedure to be followed for my child in the event of any emergency. Signed by parents/guardians

Signature _____

Name _____

Date signed _____

Much Hadham Preschool – Clubs Policy and procedures

This details the policy and procedures of our Club sessions. This is in addition to Much Hadham standard policies and procedures which are available to view upon request.

Our Club sessions aim to provide a happy, safe, and stimulating environment for all children to play and enjoy before and after school. Children are encouraged to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals. We encourage children to have a positive attitude and respect for both them and other people.

We aim to provide care and activities that put the needs and safety of children first while giving them access to activities and equipment under safe and supervised conditions. The programme of activities will recognise and consider the differing ages, interests, backgrounds and abilities of the children. Wherever appropriate, children will be involved in the process of planning activities to reflect their opinions and encourage children to feel some ownership over the Clubs.

Staff promote positive relationships with parents/carers and work in partnership with them to provide high quality play and care for their children. Staff ensure that parents/carers are made to feel welcome and valued in all dealings with them. Much Hadham Preschool will keep parents/carers up to date with any changes in the operation of the Clubs, such as alterations to the opening times or fee levels.

We aim to offer inclusive services that are accessible to all children attending St Andrews Primary School. Our staff team are experienced, well trained and encourage children to be safe and happy. An environment where no child is bullied or suffers discrimination in any Form.

Typical activity schedule and hours of operation

Breakfast Club opens at 7.30am and runs till 9am when children are accompanied by staff to St Andrews School, unless staying for a Preschool session. Breakfast Club runs Monday to Friday (term time only). We ask parents to encourage their children to be independent and say goodbye at the door. Parents are asked not to enter the building.

We offer 2 different sessions for After School Club. These are 3pm – 4pm or 3pm – 6pm Monday to Friday (term time only). No other sessions times are available although parents/carers are welcome to collect before a session ends.

If a child attends a school activity club and is then booked to attend Much Hadham Preschool's After School Club, the parent will need to ask the child's teacher to watch the child walk down to the Preschool building where a member of staff will meet them. Preschool does not have staff available to collect children from school activity clubs as this would jeopardise ratios at preschool.

When St Andrews School finishes early e.g. 2pm at the end of term, there will be no After School Club as Preschool cannot accommodate school aged children until 3pm.

Food

Breakfast Club – Cereal, toast, fruit and yoghurt available

After School Club till 4pm – a healthy snack is included

After School Club till 6pm – a light supper is included

Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles or snacks containing nuts should be sent in as snacks or as part of a packed lunch for school.

Medicines

Parents need to arrange with St Andrews school, the handover of any medications the child has at school that needs to be taken during Club hours. Parents need to give permission for staff to administer medication and will be required to sign a medication form to acknowledge the doses given upon collection.

Activities

Some of our activities include arts and crafts, reading, puzzles, board games, Lego, various toys, homework and various outdoor equipment and activities.

Admissions

It is our intention to make our Club sessions genuinely accessible to all children from St Andrews School. We advertise our sessions via our website and in St Andrews School Newsletters.

Potential new children are welcome to visit Much Hadham Preschool with parents/carers to help them feel at ease and meet staff before attending. To enrol, parents/carers are asked to complete the admissions form via our website. They must provide photos of any persons authorised to collect their child for identification purposes, before collections can take place. Staff will not release a child to anyone who is not indicated on the admissions form. Parents will be required to sign a Declaration that they are happy to abide by the Club's policies and procedures. This is completed by ticking the relevant box within the admissions Form.

Admissions to the Club, in terms of numbers allowed per session are in accordance with Staff Ratios, as outlined by Ofsted and are appropriate to the Club's setting. By enrolling their children in the Clubs, parents agree that their child will attend sessions on their regular set days, as individually required and any changes to set days are subject to availability. On days, where the Club is at full capacity, we will arrange our waiting list on a first come first serve manner but will take into consideration if any other siblings wish to attend. Booking practices and fees

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. We encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and any other childcare voucher schemes. Sessions can be paid for by using these schemes, bank transfer or cash on a weekly basis, monthly basis or per half term.

To provide flexible booking options for all parents we offer 2 systems.

1 – Regular bookings – A guaranteed space on the same day every week.

2 – Ad Hoc bookings – Requested via email and only available if numbers/ratios allow. Ad Hoc bookings can be booked at the beginning of each half term.

Regular bookings take priority in regards to spaces available. Staffing is allocated using actual booking numbers/ratios. Ad Hoc bookings are only available if space is available within those numbers/ratios allowed. We often allocate extra staffing to accommodate Ad

Hoc bookings therefore, 24 hours notice is required to cancel an Ad Hoc booking.

Cancellations after this period are still payable to cover staff costs.

Fees policy and procedures

Much Hadham Pre-School will send an invoice via QuickBooks email to the parent/carer at the beginning of each half term for regular bookings and at the end of half term for Ad Hoc bookings. If no payment is received within 7 days, a reminder will be sent. A final reminder letter will be sent 14 days after the invoice issue date and the parent/carer will be encouraged to discuss any difficulties they may be experiencing and agree an appropriate payment method. If non-payment of fees continues, Much Hadham Pre-School have the right to suspend your child's place at Clubs until such time the outstanding amount is paid.

If no attempt has been made by parent/carer to agree an alternative payment arrangement the matter will be referred to our legal advisor. Once fees have been paid the child can fully attend Club sessions once more.

If a child is absent from Club sessions during their regular or ad-hoc sessions, the time is still chargeable; this includes term-time holidays, illness, school trips and any other type of non-attendance. Ad Hoc sessions will not be chargeable if cancelled at least 24 hours before the booking.

If you are late collecting your child, you will be charged for the next session in full to cover the cost of extra staffing. If there is no next session, extra time will be charged in multiples of 1 hour. E.g. if you are 10 mins late, you will be charged a full hour and so on. If children are not collected after 15 minutes and no contact has been made by the parent/carer as to the reason for non-collection, staff will contact the child's emergency contacts to request they collect the child asap.

No sessions are swappable or transferable between days or weeks.

In cases of long-term illness, the Preschool Manager may waive fees at their discretion

At least 5 days notice (not including weekends or holidays) must be given in writing to alter

the day(s) of care and this will be granted if numbers/ratios allow. If this notice is not given full payment will be due. Please note that if any changes occur; we will not be able to refund any payment made; though at the manager's discretion; payment may be able to be used as credit for future care. Four weeks notice in writing must be given to terminate Club bookings. We understand that the cost of childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, we must ask that parents/carers respect its policy in respect of fees.

Behaviour Management (in addition to Much Hadham Preschool's standard Behaviour policy)

If any serious or persistent behavioural problems arise or persistent disregard to the rules the manager will speak in private to the child's parent/guardian. If the problems persist management have the right to withdraw the child from the Club.

Mobile devices, Cameras, Tablets and any other recording equipment are not permitted within the Club. If any children have any of these devices with them while at the Club, it is to remain switched off and to be given to a member of staff to keep safe in a secure

place and will be returned when parents/guardians arrive to collect children. Parents and guardians are also not permitted to use any of the above devices whilst in the Club.