Nether Heyford Transition Session Booking Form – please tick the sessions you require

Term 1 – September 2020

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bliss Class Number\_\_\_\_\_\_\_\_\_\_\_**RECEPTION**\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
|  | AM (9.00-12.00) | Lunch  (12.00 – 12.30) | PM  (12.30 – 3.00) | AM (9.00-12.00) | Lunch  (12.00 – 12.30) | PM  (12.30 – 3.00) | AM (9.00-12.00) | Lunch  (12.00 – 12.30) | PM  (12.30 – 3.00) | AM (9.00-12.00) | Lunch  (12.00 – 12.30) | PM  (12.30 – 3.00) | AM (9.00-12.00) | Lunch  (12.00 – 12.30) | PM  (12.30 – 3.00) |
| w/c 7th Sept |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| w/c 14th Sept |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Snack is provided during the morning session. Parents/Carers are required to send a packed lunch if using a lunch session\*

\*\*Please note – the afternoon session finishes at 3pm. If you require care after 3pm, please book an after school club session\*\*

Total number of MORNING sessions required: \_\_\_\_\_\_\_\_ \_x £14.00 = £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of LUNCH sessions required: \_\_\_\_\_\_\_\_\_ x £2.25 = £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of AFTERNOON sessions required: \_\_\_\_\_\_\_\_ \_x £11.25 = £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I enclose payment/have made a BACS transfer/used childcare vouchers (please circle) for the above amount and I agree to the Terms & Conditions overleaf:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BACS details: Barclays Bank, Nether Heyford Pre-School, Sort Code: 20-73-48, Account Number: 63492575, Ref: Child’s Surname

Terms & Conditions – September 2020

1. ***Enforced Closure***
   1. We endeavour to ensure that the pre-school is open for all its advertised term time sessions.
   2. However, occasionally we may be faced with extreme circumstances beyond our control which force us to close the preschool at short notice. These circumstances include, but are not limited to, adverse weather conditions, staff illness or problems with basic services at the hall such as heat, light or water.
   3. In the unlikely event that the setting is forced to close, every effort will be made to notify all parents direct as early as possible.
   4. Where the enforced closure is for 5 consecutive setting days or less, no refunds will be made. However, in these circumstances alternative sessions will be offered wherever possible, subject to available capacity.
   5. Should the enforced closure extend beyond 5 consecutive setting days, invoices paid may be reduced at the discretion of the committee.
   6. Enforced Closure due to global pandemics (eg Covid 19) are rare but it these circumstances, all issued invoices & booked sessions remain payable in full. If the pre-school is required to remain closed beyond the current invoicing/booking period, further invoices will be issued at the discretion of the committee.
2. ***Behaviour***
   1. Our staff and committee members have the right to go about their business at the pre-school without fear of intimidation.
   2. Bullying or intimidating behaviour from children, parents, relatives or other individuals will not be tolerated.
   3. In the event of such behaviour, the committee reserves the right to ask the individual concerned to refrain from visiting the setting.
   4. In extreme circumstances where such behaviour is repeated the committee reserves the right to ask the child to leave the setting.
3. ***Late Collection of Children***
   1. All children must be collected promptly at the end of the session.
   2. Occasionally, parents may find themselves delayed due to circumstances beyond their control. In these instances, parents must notify the staff at the setting as soon as they become aware of the delay. Wherever possible, parents must make alternative arrangements for their child to be collected at the end of the session as normal.
   3. In the event of a late collection, the committee reserves the right to charge a late collection fee of £5 for every 15 minutes as a contribution to the additional costs that are incurred in providing care beyond the session end time.
   4. If a parent is delayed and no notification has been received by staff, then staff at the setting will make every effort to contact the parent or other emergency contact to arrange collection.
   5. If the parent is unable to contact a parent or emergency contact and the child remains uncollected after 45 minutes then the preschool is legally obliged to notify social services.
4. ***Session Times***
   1. The transition sessions operate Monday – Friday from 9am – 3pm during Bliss Schools transition period.

1.2 Children attending Bliss School will be walked to & from school at the appropriate time.

1. ***Admissions***
   1. Children are eligible to attend the transitions sessions during the Bliss School transition period only.
   2. We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected and kept up-to-date in our Privacy Notice which can be found on our notice board.
2. ***Booking of Sessions***
   1. All sessions must be booked & paid for in advance. Places are allocated strictly on a first come first served basis.
   2. To book a session, a booking form must be completed & payment made.
   3. Where a requested session is full, we will wherever possible offer an alternative session.
   4. If you wish to cancel a session, written notice is required, no refunds will be made.
   5. It is imperative that if any child is not attending their session that the Pre-School team are informed as well as the school to prevent the checking of the child’s whereabouts by both parties.
   6. In exceptional circumstances same day bookings may be made, in which case, fees must be paid when the parent drops off/collects the child. It is the parents responsibility to inform the school.
3. ***Fees***
   1. Fees are charged per session
   2. Fees remain payable in full for all booked sessions not attended.
   3. A 50p snack charge is included in the morning session.
4. ***Review of Fees***
   1. Fees are reviewed each summer term with any price increases being effective from 1 September.
   2. Where a fee review does not take place in the summer term, the committee reserves the right to review fees in the following winter term with any resulting fee increases being effective from 1 January.
   3. All changes in terms and conditions or fees will be notified to parents in writing at least one month before they become effective.