



# Radcliffe-on-Trent Pre-School Playgroup



## PLAYGROUP INFORMATION and TERMS AND CONDITIONS

### About our Playgroup

Our playgroup is run by a group of trained, experienced and caring staff. We are a fully inclusive practice which values its links with the local community and local schools and regard these as great assets. A committee of volunteers works in partnership with the staff and parents and is responsible for the overall running of playgroup.

Our playgroup aims to:

- Provide a safe, happy and stimulating environment to promote the healthy development of children;
- Offer all children between the ages of two and five, and their parents, a service which promotes equality and values diversity. We encourage the children to learn the qualities of caring and sharing, and to value and respect the beliefs, opinions and feelings of others;
- Enable children to play and learn with other children and adults, and to help them to separate from their parents or carers as easily as possible;
- Allow children opportunities to express themselves in different ways and to acquire new skills and experiences in a warm, caring environment;
- Work in partnership with parents to help the children to learn and develop;
- Work within the 'Every Child Matters' agenda, following the Early Years Foundation Stage setting the standards for 'Learning Development and Care for Children from Birth to Five'.

### Session Times and fees (to extent not funded) September 2023

Session options	Time	Cost
<b>Morning</b>	<b>9am – 12noon</b>	<b>£17.70</b>
<b>Lunch club (own packed lunch)</b>	<b>12noon – 1pm</b>	<b>£5.90</b>
<b>Afternoon</b>	<b>1pm – 4pm</b>	<b>£17.70</b>
<b>Full Day</b>	<b>9am – 4pm</b>	<b>£41.30</b>
<b>Breakfast Club inc breakfast (where interest allows)</b>	<b>8am – 9am</b>	<b>£7.90 (inc meal @£2)</b>
<b>Breakfast Club exc breakfast (where interest allows)</b>	<b>8:30am - 9am</b>	<b>£2.95</b>
<b>After School Club inc tea (where interest allows)</b>	<b>4pm – 5pm</b>	<b>£8.90 (inc meal @ £3)</b>
<b>Extended Full Day inc breakfast and tea</b>	<b>8am – 5pm</b>	<b>£58.10</b>

A registration fee of £15.00 will also apply when your child first joins Playgroup (unless all your child's sessions are covered by Government funding on joining).

### **Session attendance and collection and drop off arrangements**

Please ensure that you bring and collect your children promptly. Our expectation is that children will arrive for the start of the main morning and afternoon sessions at the prescribed time and will stay for the full session. Our sessions are structured with small group time forming part of them and children benefit from attending the full session, and we find that it causes disruption and sometimes upset if children arrive part way through a session, for both the child arriving and for others. Obviously, there will be times when it is unavoidable to arrive outside the session start time and we completely understand this.

If your child is going to be absent for a planned event or holiday please let us know as we need to be able to account for all children on our register. You can phone or email us, or let us know at Playgroup.

Entry to the Infant and Nursery School, and entry to Playgroup, is via the Infant School drive – please follow the signs down a path on the right to Playgroup. Please note that there **is strictly no parking** on the Infant School site at any time, instead please park on the roads nearby and walk up the school drive. If you also have an infant school child to collect at 3.30pm you are welcome to collect your child from Playgroup earlier than 4pm.

**Payment of fees** You will receive an invoice at the end of each month showing the amount owed for the month ahead. We ask that you pay this amount within 30 days. We appreciate that this may not always be possible and we have in place an arrangement for payments that cannot be made within this time in unusual circumstances. We accept payment by direct payment into our bank account or childcare vouchers, including tax-free childcare. Please see further details at Playgroup or on our website.

If fees or instalments are outstanding in the month after that which they relate then a reminder will be sent by phone, letter or email. If fees have still not been paid in full by the last day of the following month, and there has been no specific agreement with the Business Manager to hold over the payment of fees to the following month, Playgroup reserves the right to allocate your child's place to another child on the waiting list. Continuing failure to pay may result in further action being taken to recover the fees.

There will be no refund for sessions missed for any reason, with the exception of forced closure owing to bad weather, or heating/other breakdown or for any other reason, or following medical advice owing to serious contagious illness whether specific or in the general population, in which event we will refund 75% of the cost of the sessions missed. The refund will be given as a credit against the following term's fees (or by cheque if that term's sessions will be covered by Government funding or if your child is leaving Playgroup).

**Leaving Playgroup or stopping sessions** Playgroup requires **four weeks' term time notice in writing** if your child is leaving playgroup or stopping any sessions, and remaining sessions will be charged for if less notice is given. There is a Notice form which you may use. If your child fails to attend for two consecutive weeks, without notice, it shall be presumed that they have left.

**Starting School or Nursery** The notice requirements apply in the same way if your child will be going to School or School Nursery – you will need to let us know if your child is leaving. Please note that Playgroup does not make any arrangements on your behalf for your child to start at School or Nursery. You will need to apply to the School directly for a place at School or Nursery, or to be put on their waiting list. Even if your child is eligible to start school nursery you may decide that they continue at Playgroup instead – there is no requirement for them to attend school nursery and your child can instead stay with us until they reach compulsory school age.

**Government funding for over 3s (universal) – 15 hours free sessions** We offer the full 15 hours of funded sessions to eligible children (usually from the beginning of the term after your child's 3<sup>rd</sup> birthday, but with birthday cut off dates at August 31<sup>st</sup>, December 31<sup>st</sup> and March 31<sup>st</sup>).

**Government 30 hours of free funding for eligible families** – We offer the full 30 hours of funded sessions if required (or any number of hours up to 30). The 30 hours can cover any of our sessions between 8am - 5pm in whatever combination required. Please let our Business Manager have your eligibility code as soon as possible after application for a place to ensure your funding can be claimed. Funding is available for the term following that in which the code is confirmed to us.

**Government funding for over 2s (for families in receipt of key benefits or in other specific circumstances) – 15 hours free sessions** We offer up to 15 hours of funded sessions to eligible children who are 2, or have turned 3 but are not yet eligible for 3 year funding. Eligibility is confirmed by applying to Nottinghamshire County Council Early Years – please contact them direct in the first instance.

Your funded child can attend more than their funded hours per week if you choose. We will charge for any additional sessions at the rates in the table above, and for any unfunded part of a session at the standard fee rate (£5.90 per hour). The standard fee rate is also payable for any additional weeks or days not covered by Government Grant funding. Please note that Government funding does not cover the £2 cost for take and collection from the infant and nursery school, nor the meal element of Breakfast or After School Club, and these will be invoiced separately.

Please speak to our Business Manager about using your child's funding entitlement, and see our separate information sheets on 'Your Child Turning 3' and 'Funded Childcare Places for Two-year olds'.

**Additional days** If on occasion you require additional days for your child we offer ad hoc sessions (subject to availability of spaces within staff ratios). Please ask at Playgroup if there is availability. These sessions should be paid for on the day, either online, by childcare vouchers, tax free childcare, or by cash or cheque in a named envelope. Please note that ad hoc sessions cannot usually be covered by Government funding, even where your child is not using his/her full entitlement, because of the way in which and the times that we can claim funding.

For permanent changes to sessions, please either email at [rotplaygroupadmin@gmail.com](mailto:rotplaygroupadmin@gmail.com) or complete an 'Existing Children Additional Days/Changes to Existing Days' form and put in the Business Manager's box.

**Playgroup Business Manager** Playgroup has a part time Business Manager, Emily, who arranges admissions, changes to sessions and collection of fees. Please e-mail regarding any changes to sessions, or payment queries. To speak to or contact our Business Manager, please phone her on 07505 606447 or email her at [rotplaygroupadmin@gmail.com](mailto:rotplaygroupadmin@gmail.com).

**Illness** If your child is ill please let playgroup know by phoning 07891 829513 (Playgroup's direct number) or emailing Playgroup at [rotpreschoolplaygroup@gmail.com](mailto:rotpreschoolplaygroup@gmail.com). If your child has sickness and/or diarrhoea, please ensure they have 48 hours without symptoms before they return to playgroup.

**Key person** Your child will have been allocated a key person who will be involved with you and your child to support their time at playgroup.

**Clothing and lunch bags** We would prefer that children wear layered clothing and suitable, preferably enclosed, soft soled shoes. Please provide a change of clothes and some wet wipes for your child, and nappies/wipes if

appropriate. It is important to put your child's name in all clothes and in their bags, including in their lunch bags if applicable. We have an arrangement with STIKINS who provide labels and which benefits Playgroup. We would ask that children attending lunch club bring a lunch bag or box with a cool pack inside and, as we encourage the children to eat healthily, that you generally do not include sweets in the lunch bag/lunch box.

**Breakfast Club and After School Club** We provide breakfast and a light hot tea for children attending the before and after school club sessions. This is included in the cost of the session but the meal cost is not covered by Government funding. Details of menus can be obtained from staff if required, and will be displayed on our notice board and website. These sessions only take place when enough children are booked on to cover staffing costs.

**No-smoking Policy** The Playgroup setting is a strictly no-smoking environment – both indoor and outdoor and we ask parents and carers to adhere to this.

**Keeping you informed** We keep you up to date in the following ways:

- Email: we aim to use email where possible. If you change your email address please let us know;
- by producing a newsletter each term or half term;
- Information boards at the entrance with useful information for parents/carers;
- our website: [rotpreschoolplaygroup.co.uk](http://rotpreschoolplaygroup.co.uk)
- find us at [www.facebook.com/ROTPSPlaygroup](https://www.facebook.com/ROTPSPlaygroup) for timely updates about news and events at Playgroup.

**Fundraising and support** We rely on fundraising to buy additional resources and equipment to give your child a wide variety of play opportunities. Throughout the year the committee and staff organise various activities and events and details of these will be in our newsletter. Please support us in any way that you can with our fundraising. We are always keen to hear of new ideas or opportunities for raising funds, or offers of help for our events.

You may wish to support the playgroup in other ways. If you would be interested in any aspect of maintaining playgroup resources, such as DIY, mending/sewing, washing items, making posters etc, we would love to hear from you. Furthermore, playgroup cannot run without a committee. If you would be interested in joining, or would like to know more about being on, the committee, please leave a note for the Business Manager and one of our committee members will contact you.

**Complaints** The Pre-School Playgroup operates a complaints procedure within Ofsted guidelines. This is displayed on our notice board and a copy may be obtained from our policy folder.

**Policies and Procedures** The Pre-School Playgroup has such policies and procedures in place as are required by Ofsted. These are available to view in the main playgroup room at all times and you are welcome to read them – please ask a member of staff.

**Confidentiality** Playgroup has a policy of confidentiality and asks that all parents/carers also respect the privacy of others. Your consent to share information regarding your child will be sought in most cases. Our Policies and Procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden. You will be given a copy of our Privacy Notice, which sets out the ways in which we collect personal data, what data we collect and why we collect it, how we use it and how we protect it.

**Social Networking sites – images linked with Playgroup** Child protection is our overriding concern and in signing these terms and conditions you are agreeing not to upload any images taken at Playgroup or Playgroup

events, or at other events where Playgroup takes part if the image is linked with Playgroup, on cameras, phones or through any other medium on to any social networking site including but not limited to Facebook, Instagram, Snapchat, WhatsApp etc. This also applies to images sent to you via our Tapestry child assessment system, whether the images are of your child only or include other children.

**Variations** These terms and conditions may be amended by Playgroup from time to time by giving at least 2 weeks' notice. If your child continues to attend Playgroup you will be deemed to have accepted the changes.

To be signed by the Parent/Guardian/Person with Parental Responsibility

**I have read and accept the Pre-School Playgroup Terms and Conditions as set out above.**

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

Name of child at Playgroup (please print).....

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This part to be signed by the Parent/Guardian/Person with Parental Responsibility, detached and returned to Playgroup, thank you.

**I have read and accept the Pre-School Playgroup Terms and Conditions as set out above.**

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

Print name.....

Name of child at Playgroup (please print).....

Version: September 2023