

Ducklings Pre-School



Welcome to our pre-school, we hope your child will be very happy with us.

When accepting a place, we ask you to sign two copies of this agreement, which clearly states the Ducklings' terms and conditions set by the Governors of Ripley Endowed CE School.

Please read them carefully before you sign and if you have any queries please do not hesitate to ask us. A copy will be kept by school and the other is for your records.

Before accepting a place, parents/carers must also complete the parental agreement form, registration documents and pay a deposit of £20.00.

Opening Times

Starlings' Pre-School is open between the hours of 8.00am and 5.30pm, term time only. We offer the following sessions:

Sessional: 9.00am – 12.00 noon or 12.30pm – 3.30pm (both 3 hours long)

Long Day: 9.00am – 3.30pm (6.5 hours)

Extended Session: 8.00am – 12.00 noon (4 hours) or 12.30pm – 5.30pm (5 hours)

Extended Day: 8.00am – 5.30pm (9.5 hours)

Fees

Fees are invoiced on a termly basis in advance and must be settled at least two working days before the start of term.

Information on the school's termly instalment scheme is available upon request. Session fees are:

- £18.00 per session.
- £39.00 for a long day.
- £24.00/£30.00 for a morning/afternoon extended session.
- £57.00 for an extended day.

Your child will be offered a place based on once the Parental Agreement Form has been completed and returned.

Three week's notice must be given for a change in session choice; however, every effort will be made to accommodate this sooner, if possible. A half-term's notice is also applicable for the withdrawal of your child. An equivalent fee in lieu of notice of withdrawal is payable otherwise.

Occasionally parents may need to change their session (in an emergency for example) and, if we have the space, the Pre-School will be more than happy to oblige, where possible. These are considered as extra sessions and will be charged accordingly.

Funding

Parents receive the first 15 hours of funding free and may be eligible for 30 hour funding. Eligibility can be checked through [30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

Age of Admission

The Pre-School caters for children who are aged 3 and 4 years of age.

Arrivals and Departures

The children are your responsibility until passed to a recognised member of staff. At the end of each session, your child will be handed back to you by a member of the Pre-School staff. Children should leave and enter through the green gate.

Written consent will be needed if the parent/carer gives authority for other family members or friends to collect their child. Please inform a member of the Pre-School staff on the day, if someone other than you will be collecting.

You will be expected to collect your child promptly at the end of each session. Parents /carers who collect their children late will incur an additional charge of £10 for up to the first quarter of an hour late and an additional charge of £5 for every quarter of an hour thereafter. Regular lateness may result in the loss of your child's place at the Pre-School.

Please advise the Pre-School if your child cannot attend for any reason.

Illness

Please keep your child at home if they are unwell. The Pre-School reserves the right to refuse acceptance of a child, on any given day, who is thought to be unfit to attend.

If your child has been sick or had diarrhoea, they must remain away from the Pre-School for **48 hours after the last bout of sickness**.

Photographs, Video and Sound Recordings

To comply with the Data Protection Act, we need permission from parents before we can photograph or video any child. Parents should read the consent form carefully and indicate what is acceptable to them.

Where a form has not been returned, we will assume that the parents do not have any objections to us using their child's image.

Photos are taken regularly around school for a variety of reasons. In many lessons where there is no written piece of work, photos may be used as evidence. We will quite often take photos to appear around school on displays. Photos are posted on our website and Facebook account, without names.

Parents are allowed to video and take photos of performances and events which feature their own children. This is a legal right set out in the Data Protection Act, provided any images **are intended only for private use or within the family**.

Parents should not publish these photos on the internet, without first obtaining written permission from the parents of all the other children featured in the photos or video.

Medication

The Pre-School is supported by a Paediatric trained staff member as well as a team of qualified and experienced first-aiders.

In the Pre-School, all prescribed medication (which must clearly state the child's name, contents and dosage) must be handed to staff for safety so that they can oversee the administration of the medication. Parents must sign to give permission for medication to be administered.

Children must not be sent to school unwell. If antibiotics have been prescribed for infections and fevers, your child must have been taking the antibiotics for a minimum of 24 hours before returning to school.

If a child is taken ill, staff will contact parents. They will then look after the child until such time as parents are able to come to school.

Accidents

There is a qualified paediatric first aider present at every session. Minor accidents are unavoidable. If one should happen, an accident form will be completed and the record retained. If your child incurs a serious head bump, a member of staff will contact you as soon as is practical to explain the details of the accident. An accident form will be completed and a head bump letter will always be given.

Complaints

If parents do have a complaint, please speak with the Pre-School leader in the first instance. It is hoped that any concerns can be dealt with appropriately, following the guidelines set out in the School's Complaints Procedure which is available on our website.

Key Worker System

The Pre-School operates a keyworker system to ensure your child receives exceptional care and education. It also gives you a point of contact within the Pre-School. Each child will be allocated a keyworker when they begin their settling in visits.

Safeguarding

Mrs Anya Walker and Mrs Sue McGrogan are the Designated People with responsibility for Safeguarding in the school. Regular training for all staff takes place, and key senior staff and governors are trained in Safer Recruitment Procedures and Responding to Allegations against Staff. Ripley Endowed CE School has a detailed policy with regard to child protection which can be found on our website The policy is updated annually.

Further details are available on request from the School. Although incidents requiring the implementation of the Safeguarding Policy are very rare at Ripley Endowed, it is vital that all staff, both teaching and support staff, are fully aware of the school's policy and of the action they should take if a child protection situation arises.

Meals and Snack

Our Pre-School children can either bring a packed lunch, or order a cooked lunch from school for an additional cost of £2.00. Lunch is served from 12 noon. A high tea is served at 4.30pm and this is cooked by staff on site.

Water is available throughout the day and parents can order milk through the Cool Milk scheme, details of this are available through the school administrator.

Communication

The School uses a system, through which we can send text messages to your individual phones or send e-mails to your preferred address. It is, therefore, very important that we always have your up to date contact details.

A school calendar is published on our website which is updated at the end of each term, in order to give parents as much notice as possible of events in the following term. We make every effort to ensure this calendar is accurate. However, please be aware that sometimes changes need to be made after the calendar is published.

Extra Information

Please ensure that your child has the following items in their school bag:

- Spare pair of trousers/skirt
- Spare t-shirt or shirt
- Spare underwear and socks
- Sun hat and sun cream (labelled) or hat and gloves
- Nappies and wipes (if needed)

In addition to this, a pair of wellies are essential as children will be playing out in all weather.

To help prevent loss of your child's clothing, please label all items.

Please sign below to confirm you agree to the terms and conditions, as outlined in this agreement:

Signed.....

Date.....

Please sign and complete 2 copies of this agreement and return to Mrs Randall in the School Office.