

Horsted Keynes Preschool

Application Form 2019



Horsted Keynes Preschool offers children a safe, happy, fun and nurturing environment for them to play, explore and thrive in all areas of their development. One where children's individuality is respected and valued.

Child's details			
Child's full name			
Name known as			
Child's Main Address			
Home phone			
Postcode			
Gender		Date of birth	
Name of parent(s)/carer(s) with whom the child normally lives:			
Family details			
Contact 1	Relationship to child		
Parent/carers name			
Phone: Day/work			
Mobile Number		Home Number	
Email			
Home address			
Does this person have legal Parental Responsibility for the child?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact 2	Relationship to child		
Parent/carers name			
Phone: work/day			
Mobile Number		Home Number	
Email			
Home address			
Does this parent have legal Parental Responsibility for the child?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please tick the sessions you would like your child to attend our Preschool each week:

Monday	9.15 - 12.15	
	12.15 - 14.45	
Tuesday	9.15 - 12.15	
	12.15 - 14.45	
Wednesday	9.15 - 12.15	
Thursday	9.15 - 12.15	
	12.15 - 14.45	
Friday	9.15 - 12.15	

All sections of this Application Form must be completed before the application can be considered.

Completion of this Application Form **does not secure** your child a place at Horsted Keynes Preschool.

Any offer of a place is subject to our terms and conditions which are attached.

Once your child is offered a place and you accept it, we will send you a Parent Handbook and Registration Form which asks for further personal information and family details required for our records. We also need a copy of your child's birth certificate in order to claim funding, we can make a copy if required, and keep in our files.

To complete your application, we ask for a £20 non-refundable administration fee, payable by cheque or directly to Santander, Account 91110403, Sort code 09-01-53

If you find that you no longer need the place, please inform us as soon as possible.

By signing here you indicate that you have **read and understood** the Preschool Terms and Conditions and **confirm** your acceptance of a childcare place at Horsted Keynes Preschool for your child.

First Parent/carer signature: _____ Date: _____

Second parent/carer signature: _____ Date: _____

For parent(s)/Carers(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Horsted Keynes Preschool, you and the guarantor.

Please return this form either via email to admin@horstedkeynespreschool.org.uk by post to the Administrator at the address below, or by hand to the Preschool Manager. Thank you.

For office use only: Deposit paid by: _____ Date paid: _____

Please return form to:

Mrs Rebecca Barnard, Horsted Keynes Preschool Administrator, Meyer Cottage, London Road, Danehill, RH17 7HS

This document and the terms and conditions within it govern the basis on which Horsted Keynes Preschool, referred to as we' / 'our' / 'us', agree to provide childcare services to parent(s)/carer(s) referred to as 'you'.

Only a parent/carers with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

1.0 Our obligation to you

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn.
- 1.2 We will provide the agreed childcare facilities for your child at the agreed times subject to any days when we are closed. If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.4 We will notify you as soon as possible of any days we will be closed.
- 1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.6 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.7 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regard to the childcare services we provide for your child.
- 1.8 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.9 We will maintain appropriate insurance to cover our childcare activities.
- 1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You will need to complete, sign and return our *Application form and Our Terms and conditions* and return them along with a non-refundable £20 administration fee before your child can start with us.
- 2.2 Once you have been notified of a place you will need to complete the *Registration Form*. All parents will be entitled to attend the Preschool for two free "taster" sessions with their child prior to their child starting at Preschool as outlined in our Settling Policy.
- 2.3 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.4 The *Registration Form* includes consent forms which you will need to complete prior to your child attending.
- 2.5 New starters will be issued with a bill after their first week of attendance and will be given 2 weeks after their bill to pay, unless arranged otherwise with the Administrator, i.e. for voucher payments.
- 2.6 You will read and abide by our policies and procedures.
- 2.7 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.8 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
Please refer to our 'sick child policy'
- 2.9 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require a phone call and a password. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.

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- 2.10 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge may be applied; please refer to the current fee schedule for details.
- 2.11 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.12 You will provide us with at least six weeks' notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for six weeks from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request from the administrator.
- 2.13 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

- 3.1 Our fees are based on an hourly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least six weeks before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us six weeks' notice, by completing our *Notification of Leaving Date* form which can be obtained from our Administrator.
- 3.2 Fees will be invoiced half-termly in advance. Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the Administrator. If you are experiencing difficulty with payment, please speak to the Manager or Administrator.
- 3.3 All payments made under the Agreement should be paid directly into our bank account, Santander: Account 91110403, Sort code 09-01-53 unless payment by cash or cheque (made payable to Horsted Keynes Preschool) is agreed with us in advance. We do not accept credit/debit card payments. If payment is made by cash it is your responsibility to obtain a receipt as proof of payment.
- 3.4 We have a comprehensive Financial Policy Std.11, available on the website or by emailing the administrator for a copy, or available in the Policy file at Preschool, which explains our position regarding late payments.
- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment. In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 Fees cover the normal curriculum but not lunch. Parents need to provide a nutritious packed lunch. Extracurricular activities may be charged for separately but will be with the parent's consent. Nappies, wipes and barrier creams are to be provided by the parent.

4.0 Suspension of a child

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

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5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, giving us at least six weeks' notice by completing the 'Notification of Leaving Date' form.
- 5.2 We may immediately end this Agreement if:
 - 5.2.1 You have failed to pay your fees;
 - 5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances, we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

- 6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) we will offer parents a refund for those closed days for any fees already charged.
- 6.2 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount, and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
- 6.3 As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras/I-pads supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting and on Tapestry. We may also record events and activities on video. Photos/videos are stored on the setting's I-pads only; we only store images during the period your child is with us. There may be occasions when photographs / videos are used for other purposes (for example we have, in the past, put together a CD of photographs/video as a memento of the children's' time at Preschool which could be purchased by parents. Or at the nativity performance where parents wish to photograph their own children but, in doing so, are likely to photograph other children too). If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use.
- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.
- 6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained in the preparation and serving of food.
- 6.6 Additional Events –Christmas Concert & Sports Day. These events are an opportunity for the children to enjoy participating in a performance and for parents to share in their success. Horsted Keynes Preschool will schedule these dates within the academic calendar, and out of fairness, will make every attempt to ensure the weekday varies. Children who normally attend on these days will still have funding claimed and will be expected to pay fees. Children who do not normally attend on these sessions will be invited at no extra cost for the period of the event. Due to the Preschool's policy of varying the weekday that these events are held, it is our belief that this ensures fairness for all children over the entire period for which that child is with the Preschool.
- 6.7 Parties-It is our policy to host parties on a normal Preschool day for which fees will be charged and funding claimed for those children who normally attend on that day. Any other children who do not normally attend on that day, are welcome to attend but will need to pay if not funded. In the interests of fairness, the Preschool will vary the weekday on which parties are held. The Preschool will cover the costs of any entertainment if possible, but donations may be asked for, for

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parties held within normal session times. Parents are encouraged to help with these costs through the various fundraising events organised by the committee throughout the year.

- 6.8 Changing hours-Each term your child attends Preschool you will be offered a choice of hours. Once you have chosen them these will be your agreed hours. Changes to these hours can be made at the end of a term for the following term.
- 6.9 Extra sessions- If you need to book occasional extra sessions for additional childcare needs such as appointments or emergencies, this may be possible according to our availability and at the discretion of the Manager. Some sessions may have spaces in them, so please speak to the administrator as soon as possible.

7.0 **Data Protection**

- 7.1 Here at Horsted Keynes we take your privacy seriously and will only use your personal information to provide tailored care to your child. From time to time we will need to contact you, via phone, email and the Tapestry to provide you with Preschool updates, share relevant news and send your Childcare bills. Personal information will not be shared with any third parties. Signing this form confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.
- 7.2 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

8.0 **This Agreement**

- 8.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 8.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 8.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

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