



Beadsman Crescent, Leybourne Chase ME19 5FB  
07468 426755  
[pippinspreschool@yahoo.co.uk](mailto:pippinspreschool@yahoo.co.uk)

## **Pippins Preschool Terms and Conditions**

### **September 2025**

#### **1. Admission**

1.1 Once we have received your Session Request Form, you will receive confirmation if we are able to accommodate your child.

1.2 In line with our admissions policy, completing a Session Request Form does not guarantee you a space at our setting. We prioritise children who are returning for their second year, siblings, families who live on Leybourne Chase and then first come first served.

1.3 We require the completed Registration Forms and a signed agreement of our Terms and Conditions before your child can start their sessions at Pippins Preschool.

#### **2. Fees and Invoices**

2.1 Our current prices are £6.90 per hour for hours accessed outside of funding.

2.2 Our fees are reviewed at the end of the school year and fees may go up, this is entirely at the owner's discretion.

2.3 Parents / carers will receive an invoice before the start of each new term. Fees must be paid before the first day of each new term. We do have the right to refuse entry if fees are unpaid.

2.4 If for any reason we have allowed a child to attend preschool with outstanding fees and the family leaves with fees unpaid, we will seek legal action to retrieve these fees.

2.5 We ask that fees are paid directly into our account: Leybourne Chase Pre-School, Sort Code: 40-31-06 Account Number: 42574284.

2.6 Bank holiday and staff training days will not be charged for.

#### **3. Funding**

3.1 The Universal 15 hour funding for 3 and 4 year old children available from the Government begins the term that falls after your child's third birthday.

<b>A child born on or between</b>	<b>Will become eligible for a free place from</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term 1, in September following their third birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term 3, in January following their third birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term 5, in April following their third birthday

3.2 Some 2-year-old children may be entitled to funded hours. This is either free for 2 funding or working parent entitlement. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or speak to the manager for more information.

3.3 Some 3 year old children may be entitled to up to 30 hours of funding. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

3.4 Parents must send their funding code and national insurance number to management before the start of term so that an eligibility check can be completed.

3.5 Hours accessed outside of funded hours, will be charged in line with our fee and pricing structure.

#### **4. Preschool Closures**

4.1 On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the preschool. The preschool is obliged on these occasions to pay the staff, the preschool reserves the right to charge for any session which your child would have attended if the preschool had not been closed due to circumstances beyond its control. We will however do our best to offer you alternative sessions to make up for your missed sessions but this is not guaranteed.

#### **5. Absences**

5.1 All fees are payable in advance for all sessions booked. No refunds will be made if your child is absent from the preschool, even if the absence is due to illness, holidays or other such reason.

5.2 In cases of continuing illness, please speak to the manager and alternative arrangements could possibly be arranged. This is at the manger's discretion.

#### **6. Late Collection Charge**

6.1 You are required to inform the preschool as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged.

6.2 If a child is not collected before the standard finish time of a session, then the preschool reserves the right to charge a late collection fee of £5 per 15 minutes until the child is collected.

#### **7. Leaving our Setting, Dropping Sessions or Changing Sessions**

7.1 If you wish to drop some or all of your child's fee-paying sessions, we require 4 weeks' notice in writing.

7.2 If you wish to swap your child's sessions or you would like your child to attend more sessions then please speak to the manager and we will try to accommodate this if there are spaces, we cannot guarantee this will be possible, but we will try to be as helpful as possible.

7.3 If you are leaving our setting and are fee-paying for your sessions, we require 4 weeks in writing. Refunds will not be given without notice.

7.4 If you are receiving funded sessions and we have already claimed your child's funding, it is at our discretion if we transfer the funding over to the new setting.

## **8. Personal property and belongings**

8.1 The preschool cannot be held responsible for any loss or damage to any parents, carers or child's property or belongings.

8.2 Please ensure your child's clothing, shoes, lunch boxes, welly boots, slippers, lunch boxes, water bottles and bag are clearly labelled.

8.3 Please leave your child's personal property at home (unless your child needs a comforter to help them settle).

8.4 Please do not send your child to preschool in their best clothing as we cannot be held responsible for paint stained or dirty clothes. We encourage the children to get stuck in to all our activities including messy play, gardening and painting. The chances are, they will go home with dirty clothing.

## **9. Liability**

9.1 Pippins Preschool accepts no liability for any losses suffered by parents as a result of the preschool being temporarily closed or the non-admittance of your child to the preschool for any reason.

9.2 We accept no responsibility for children whilst in their parent's care on the preschool's premises.

9.3 We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property.

## **10. Health**

10.1 Should your child contract an infectious disease you **must** inform us.

10.2 Children must be cared for at home until they are well and no longer contagious before coming back to Pippins Preschool.

10.3 The preschool reserves the right to refuse entry to any child who the Manager or Deputy Manager considers to be unwell or suffering from any contagious or infectious complaint.

10.4 If your child becomes ill during preschool we will attempt to contact you. If we are unable to contact you, we will contact the 'authorised people' on the registration form.

10.5 Children who are unwell must be collected as soon as possible.

## **11. Medication**

11.1 If your child requires medication then on arrival at preschool the parent/carer or responsible adult who delivers the child **must** complete and sign a Medication Form on each day the child needs to take the medication. This must include details of when (note the exact time) the last dose of medication was administered to avoid the risk of overdose.

11.2 Please ensure any prescribed medication has the prescription sticker on it, we cannot administer medication unless it has this sticker with your child's details on.

11.3 Medication containing paracetamol or aspirin such as Calpol will only be given if prescribed by a doctor or at the manager's discretion.

11.4 If your child requires long term medication such as an inhaler, then a long term medicine form and an individual health care plan must be completed. For children with Asthma we ask that an inhaler and asthma chamber be kept at the setting always.

11.5 We keep Calpol on site for emergency use only. In the instance of a high temperature, we will administer Calpol with parents' permission.

## **12. Accidents**

12.1 Parents will be informed of all accidents and will be asked to sign an Accident Record Form.

12.2 Staff will make a professional judgement whether they need to inform parents of the accident at the end of the day, or contact them via telephone during the day.

12.3 If emergency treatment at hospital is required, the preschool will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

12.4 Parents must inform us of any injuries suffered whilst the child is at home and must complete a pre-existing injury form.

12.5 Providing the consent form has been signed, First Aid Trained staff will administer first aid if necessary.

## **13. Lunches**

13.1 At Pippins Preschool we promote a fun and healthy approach to eating. Lunches **must** consist of healthy and nutritious choices.

13.2 No nut products, sweets, chocolate, chocolate-based products, marshmallow, popcorn or items high in sugar and salt please, these items will be sent home.

13.3 Fruit and vegetables must be appropriately cut in line with food standard guidelines.

13.4 Lunch boxes must contain a cold pack, as we do not have the facilities to store all lunch boxes in the fridge.

13.5 We cannot heat children's lunches, so all choices must be able to be eaten cold.

13.6 We ask that where possible, water bottles contain water only. We discourage juice or squash.

13.7 We will send home children's left over lunches and rubbish in their lunch boxes to limit the waste at Pippins.

## **14. Bullying, Aggressive Behaviour, Discriminatory Behaviour or Remarks**

14.1 Discriminatory behaviour / remarks are unacceptable. Threatening or abusive behaviour or any expression of prejudice or discriminating behaviour towards or between staff or families will **not be tolerated**. Any such incidents will be challenged and recorded. Incidents will be recorded on an Incident Form, investigated and dealt with as appropriate to the situation.

14.2 If such incidents continue to happen between families, this may result in us asking them to leave our setting.

14.3 Pippins Preschool recognises that incidents of racial discrimination are a serious offence and will be responded to accordingly.

14.4 Children's behaviour is managed effectively and positively, we ask parents to support us.

## **15. Parking**

15.1 Due to the road in front of the park in which Pippins is situated behind being a NO PARKING AREA, we kindly ask that parents/carers do not park here.

15.2 Parents/carers are asked to park either in the car park that is situated in front of the new community centre along Hawley Drive, leave their car and continue on foot if dropping off siblings first or park in visitor's bays which are situated around the development.

15.3 Parents are asked to respect members of the community and ensure they do not block in other cars, block the road where traffic needs to pass or park on the foot path where parents with prams may need to pass.

15.4 We at Pippins monitor the parking situation very closely and if parents are unable to follow our terms and conditions of parking and cause any disruption to members of the community we will seek action.

## **16. Sun Safety**

16.1 Parents must provide their child with a sun hat during the spring and summer months. Please name your child's hat.

16.2 We ask that children arrive to preschool with sunscreen applied.

16.3 Using the voluntary contribution funds, we provide sunscreen to apply throughout the day. Alternatively, parents can provide a sunscreen for their child which should be kept in their bag with the child's name on it.

16.4 Children will not be allowed into the garden without sunscreen and a hat.

## **17. Outside play**

17.1 We encourage the children to play outside at least twice a day, whatever the weather. Outside play is extremely beneficial to a child's health, development, learning, growth and overall well-being.

17.2 If your child really does not want to go outside, we will respect their wishes but we ask for your help in gently encouraging them, please speak positively about being outside and reassure them that if they are not having fun, they will be allowed to come indoors.

17.3 If your child is not well enough to play in the garden, then they are not well enough to come to school.

17.4 If your child has a critical illness which prevents them from playing outside, we ask for copies of Doctors/Hospital health notes and that you complete a health care plan.

17.5 Please bundle your child up with hats, gloves, scarfs, thick coats, jumpers/fleeces, thick socks, thick trousers and water proofs in the cold weather. There is no such thing as bad weather, just bad clothes.

## **18. Baby-Sitting**

18.1 Parents/carers are asked not to ask staff to baby-sit outside of preschool hours.

## **19. Respecting our school ethos and rules.**

19.1 We ask that parents please respect our school ethos and rules and work with us, not against us to achieve a fun, healthy and educational environment for your child.

19.2 We encourage parents to have a positive and upbeat attitude towards preschool life. Children are extremely sensitive to their parent's feelings, if you speak negatively this will affect children's well-being and involvement.

19.3 Should you have any issues or concerns, please come to us to discuss them and not to other parents outside of school. Things do get back to us, and it makes us feel undervalued and unappreciated. Our staff are very qualified and very experienced. The choices we make and the rules we set are in the best interest for all of the Pippins community.

## **20. Policies, Procedures and complaints**

20.1 Our preschool policies and procedures can be found in the hallway by the coat pegs and are viewable online on our website [pippins-preschool.co.uk](http://pippins-preschool.co.uk). Please familiarise yourself with our preschool policies.

20.2 All families and staff must adhere to our preschool policies.

20.3 Policies include, but are not limited to:

Child Protection; E-Safety; Mobile Technology and Social Media; Acceptable Use of Technology; Health and Safety; Equality and Inclusion; General Data Protection Regulations; Healthy Eating; Fees and Pricing; Admissions; Uncollected Child; Whistle Blowing; Partnership with Families; Curriculum; Complaints, Medications, Accidents, Behaviour Management, Outings, Arriving and Departing, Sickness, Two Year Old Assessment Checks, Smoking, Sun Safety, Special Educational Needs, Key Person and Outdoor Play.

20.4 Our complaints book can be found in the hallway.

## **21. Waiver**

21.1 Any waiver of these terms and conditions is only effective if given in writing by the Manager.

## **Agreement to Pippins Preschool's Terms and Conditions**

The Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and Pippins Preschool.

Pippins Preschool is also operated under the name Leybourne Chase Pre-School Ltd.

You will agree to our terms and conditions and our policies and procedures when you complete your child's registration form.