

JACK & JILL PLAYGROUP
MINERVA ROAD
STROOD
ROCHESTER
KENT ME2 3HN

CONFIDENTIAL
TERMS AND CONDITIONS OF REGISTRATION

ADMISSION

Children should be at least 2 years old before admission.

For those children that are not toilet trained on admission then we have nappy changing facilities. Our experienced practitioners are happy to change and support toilet training children.

Please provide a changing bag with own nappies, wipes, bags, and a complete change of clothes including underwear, spare shoes. This can be left on your child's peg for when needed. **All items must be named.** Any items not named we will initial for identification. Any unclaimed items will be recycled at the end of each term.

FEES POLICY AND COLLECTION

If you have non-funded children (fee paying) requiring places, then all parents will be required to agree to and sign our Fees Policy Agreement as part of their child's terms and conditions of registration. If fees become more than 2 weeks in arrears, your child's place **will be suspended** until fees are paid to prevent further arrears being incurred. If families are experiencing financial difficulties, arrangements can be made at the discretion of the pre-school. Full details of are explained in our Fees Policy.

Session fees are currently £19:00 per 3-hour session for any non-funded places. Lunch Club is at a cost of £4:00 per lunch. Please supply a named healthy packed lunch. No sweets, nuts, chocolate spread or drinks. Guidelines enclosed on registration. Breakfast club is £3:50 per session and is a drop in service, no need to book. Fully supervised by playgroup staff.

All 3& 4-year-old children in Medway are entitled to a maximum of 5 funded sessions per week. Your child will be eligible for this funding the term after their 3rd birthday. Usually, we will be able to offer the maximum 5x3 hour sessions to each child receiving funding, but this is not guaranteed. If you have a **funded child**, please complete the FEE contract enclosed with your registration documents. You can use these sessions over a combination of

sessions am/pm up to your funded 15 hours, any extra sessions, and lunch clubs will be fee paying.

We are registered to accept funding for 2-year-olds that have confirmed eligibility from Medway Council for up to 15 hours per week free education and on completion of a Medway FEE contract with an eligibility code. We are registered to accept 30-hour entitlement funding for eligible 2 and 3 year olds if their families meet the criteria and on completion of a signed FEE contract with eligibility code.

NOTICE

We require 2 weeks' notice if you wish to withdraw your child from playgroup. **Please be aware that fees including FEE entitlement will be claimed and payable until the end of that term.** This will enable your child's key person to collate your child's learning journal and development records for transition to the next provision and then to offer the place to another child on our waiting list.

COMPLAINTS

If you are dissatisfied with any aspect of the service we are providing at our setting, please speak in the first instance to Sally Howarth the Supervisor/Manager or Delia Bryan Administrator/Manager who will hopefully resolve any issues quickly.

If this is not the case, then we will follow our complaints procedure to progress further to resolution. A copy of this policy is issued within your registration documents on entry and available on our website for further guidance.

TIMES

Kindly adhere to the playgroup timetable for leaving and collection of your child from session. Staff are not insured to look after children outside the stated hours. Please contact us immediately if you have been held up so arrangements can be made to look after your child. At least 2 members of staff must stay with a lone child until collected so please be considerate.

Please refer to our procedures for uncollected children in our policies available on our website and included in our safety guidelines issued on registration.

RECORDS

It is particularly important that you keep us informed of any changes during the year to your child's records (registration form) for example change of address, telephone numbers, authorised persons, parental non-contact orders, dietary requirements. You must let us know as soon as possible of any changes so that we can keep your child safe.

All parents are asked to read, complete, and sign the following documents on entry:

- **Registration Form,**
- **Terms & Conditions of Registration**
- **Fees Policy Agreement**
- **Childs Behaviour Policy and Statement**
- **FEE contract (all funded children)**
- **Produce your child`s birth certificate for identification and parental responsibility.**
- **Agree to read our Complaints Policy.**

If there is anything in the content of the above documents that you do not understand or disagree with, please do not hesitate to discuss with the Manager(s) before signing. All signed documents to be return before your child`s starting date at the setting.

HEALTH

Any infectious symptoms such as diarrhoea, impetigo, conjunctivitis, chicken pox must be a **clear 48 hours** of treatment and please inform us for advice on when to return.

Do not send your child if they have required any medication including paracetamol within the past **48 hours** for temperature.

On arrival we reserve the right to ask parents to take their child home if the child seems unwell on entrance to playgroup.

PERMISSION

OUTSIDE PLAY/TRIPS

I give permission for my child to be allowed into the playgroup grounds for outside play and small walked excursions to the park, library, shops, and local venues. Our staff will always supervise your child and suitable staff: child ratios will be adhered to according to the activity. Children will be suitably

dressed/protected from the weather conditions; please supply and apply sunscreen before session. We top up the application of sunscreen to all children when necessary. All outside play and outings are risk assessed.

COLLATING INFORMATION

I give permission for photographs, observations, written information to be collected and recorded by Jack and Jill Playgroup staff to monitor progress and development of my child`s learning and to form part of their EYFS learning journal.

INFORMATION SHARING

Parents are welcome to share information regarding their child or may have a query or wish to speak to a practitioner, but we ask that this is done by telephone or email. Please do not engage staff in conversation while they are at the entrance gate unless immediately urgent, so that staff can safely monitor the children as they arrive and leave with their authorised carer. Please finish any telephone calls before collecting children so that staff can speak with you, if necessary, on gate.

MULTI-AGENCY

I give permission for information about my child to be shared with professional outside agencies i.e., health visitors, early years advisors, social services, speech and language services, schools so that we can adopt a multi-agency and integrated approach to getting the best advice, education, and protection for your child while in our care.

I give/I do not give permission (please circle to indicate) for my child to be photographed taking part in play and learning activities during sessions that may be shared on our group`s private Facebook page **Jack and Jill Playgroup Strood** for parents to join or as part of the setting public website: thejackandjillplaygroup.co.uk. Parents can access current newsletters, policies and procedures, our prospectus and contact us with quick links using our website.

Please sign below to agree that you have read and agreed to the above Terms and Conditions of Registration for your child.

Parent/Carer Signature : _____

Name : _____ **(CAPITALS)**

Relationship to Child : _____

Date : _____