# PARENTS’ TERMS

## TOILETING

Parents are to provide nappies/wipes as required.

Wipes will be used by staff, in accordance with accepted good practice, as are deemed necessary.

## UNIFORM AND APPROPRIATE CLOTHING

* Parents must provide adequate and appropriate outdoor clothing (including a coat when required) as children will spend time outdoors each day.
* In summer, Preschool will provide sun hats. Sun cream should be applied at home; cream supplied by Preschool will be reapplied to children staying all day by staff. If a child suffers with a skin condition, the parent will be asked to provide their own sun cream, if required.
* Sensible footwear must be worn, so that children can climb and run. Flip flops, crocs or open-toed sandals are not appropriate and shoes should be waterproof in the wetter months.
* Preschool will provide winter hats.
* Parents must provide a change of clothes, even if their child is toilet trained.

Children wear uniform on their top half; this consists of a tee shirt or polo shirt and a sweatshirt in royal blue with Preschool’s emblem on it.

Prices are: T-shirt £6.50, Polo shirt £8.50, Sweatshirt £10.50.

**All items of clothing, bags, lunch boxes and lunch bottles MUST be clearly labelled with your child’s name.**

## ABSENCE AND SICKNESS

* Preschool MUST be informed of the reason for any absence by phone or e-mail, either in advance when known or on the day.
* Any child diagnosed with certain contagious illnesses/diseases will be excluded from Preschool according to NHS guidelines (i.e.: chickenpox, mumps, etc.)
* Children MUST be kept home for 48 hours following their last bout of sickness, diarrhoea, impetigo, etc.

## MEDICAL TREATMENT

Permission is given via the Consent Form for children:

* to be examined and treated by a medical practitioner in the presence of the Preschool Supervisor, in the case of a medical emergency.
* to receive basic first aid from trained staff in Preschool, if required
* to have medication administered, full written permission is to be given – a separate form is required per medication.

**Preschool must be notified of any known allergies/intolerances a child may have.**

## OUR FREE EARLY EDUCATION ENTITLEMENT (FEEE) OFFER

Please see ‘Types of Government Supported Funding’ below or <https://www.beststartinlife.gov.uk/childcare-early-years-education> for details of the different types of funding available and to apply.

* Elmwood Preschool does not put any restrictions on the number of FEEE places offered and no conditions are attached to any FEEE offer.
* FEEE can be used term-time only, Elmwood Preschool is open for 38 weeks per year.
* We do not make any additional charges for consumables including snack (which is offered to all children on every session), or sun cream.
* Proof of a child’s date of birth and address must be provided in order to access any government funding.
* Parents are asked to sign a Parent Agreement Form termly for the hours they wish us to claim from Essex County Council for their child, this forms a contract between Elmwood Preschool and the parent.
* Some children may be eligible for Early Years Pupil Premium (EYPP) or DAF (Disability Access Funding). Please see ‘Funding Options’ below for more information.
* Children in receipt of FEEE can attend additional hours over and above the FEEE entitlement, availability permitting, and these will be invoiced at the standard session rate.

### Bank Holidays

Elmwood Preschool closes on all statutory public holidays that fall during term-time. Therefore, if a child attends sessions on a Monday, parents need to be aware that FEEE cannot be accessed on bank holidays and so they will not receive their full entitlement. These days cannot be taken at any other time during the term or with another provider.

### Staff Training Days

Elmwood Preschool is entitled to close for three staff training days per year during term-time. Parents should be aware that they will lose one day of FEEE per term and will not receive any refund for this day as there is no cash value to the FEEE funding.

FEES  
Half-termly invoices are sent out via e-mail just before each school holiday and are due within the first 2 weeks of each half-term; fees can be paid weekly or monthly on request.

We accept payment by bank transfer, cash, cheque and we are also registered with the government’s Tax-Free Childcare scheme.

**Session Rates from April 2025:**

Government Funded sessions No cost attached to any FEEE hours

Non-funded sessions £5.60 per hour

* Elmwood Preschool does not charge any registration fee.
* A deposit is required to be paid within 21 days of booking to secure sessions - £15 per session, with the exception of children eligible for two-year funding for families in receipt of Government Support. This will be credited to the child’s first invoice or refunded within the first two weeks of attendance if the child’s sessions are completely funded.
* No refund will be given in the event of a child’s absence due to illness, holiday, self-isolation due to Covid or for any other reason.
* Notice of at least one half-term will be given to parents of any rise in fees.
* In the unlikely event of Preschool being closed due to circumstances beyond our control, any fees paid/due are non-refundable. Exception – if Preschool is instructed to close by the government or local authority e.g. due to a national pandemic, refunds will be given.

### Non-payment of Fees

In the event that fees become overdue, Preschool will follow the process outlined in the Payment of Fees policy, available to view on our website. Non-payment may result in the withdrawal of paid-for sessions, and whilst the Preschool will do its utmost to be fair, some cases may be referred to the court at the discretion of the Management Team.

### Notice to Leave

A half-term’s written notice to the manager is required. If this notice is not given, a penalty charge of £50 will be made to parents whose children are not in receipt of FEEE. For children entitled to FEEE, 6 weeks funding will be claimed if notice is not given.