

## Parent Contract and Terms and Conditions

### PART A

This contract is between:

Putnoe Woods Preschool [a charitable limited company 0790003] the principal address of which is Wentworth Drive, Bedford, MK41 8QA and \*\*\*\*\*

The Terms and Conditions in Part B apply to this contract. Please read them carefully, sign and return by: \*\*\*\*\*

Child	*****				
Hours of attendance	Monday	Tuesday	Wednesday	Thursday	Friday
Number of Weeks	All Year/ Term time				
Current fees	£*** per hour, for any unfunded hours, per calendar month, payable by the 1st day of the month to which they relate.				
Charges for late collection of the Child	£5.00 per [15 minutes] that you are late in collecting the Child				
Notice required to terminate this contract	One month (whether it is you or us who wishes the Child to stop attending, one month's written notice is required to be given)				

Signed L Whitney for and on behalf of Putnoe Woods Preschool  
Position in preschool: Business and Finance Manager

Signed - (both parents/carers to sign)

Mother/carer: ..... Father/carer:.....

Date: .....

### Agreement for payment of fees

Person responsible for payment of fees

Name & Address .....

Telephone: landline..... Mobile .....

I hereby agree to pay the fees for the above child on the date they fall due

Signed..... Date.....



## PUTNOE WOODS PRESCHOOL PARENT CONTRACT TERMS AND CONDITIONS

### 1. Definitions

1.1 The definitions below apply in these terms and conditions.

- "Child"**            the child or children who are named in Part A.
- "You"**              the person, firm or company who purchases Services from us.
- "Services"**        the services of a preschool during the days or half days indicated in Part A (excluding bank and public holidays), together with any other services which we provide, or agree to provide, to you.
- "Us"**                the preschool named in Part A.

1.2 A reference to **writing** or **written** includes faxes and email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

### 2. Formation of the contract

2.1 A contract for the Services will be formed between you and us once you have given us a signed, fully completed, registration form and evidence of date of birth and we have confirmed to you in writing that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the Services. No other terms apply unless they are in:

2.2.1 A handbook issued to you by us,

2.2.2 A policy issued to you by us, display on our website or available at preschool

2.2.3 A letter or email that is signed by both you and us.

2.3 In the case of any uncertainty as to which terms apply, these terms and conditions will apply.

### **3. Duration of the contract**

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one [full calendar] months' notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period.

### **4. Suspension of the Services**

The Services may be suspended (meaning the Child is temporarily not able to attend the preschool) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19. If the Services are suspended for a period of more than one month, either of us may terminate the contract by giving the other one month's written notice.

### **5. Our Obligations**

5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.

5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately

5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child (or admit them as the case may be) then we shall be permitted to request that you withdraw the Child without being charged fees in lieu of notice.

### **6. Your obligations**

6.1 You shall:

1. Co-operate with us.

2. Provide to us such information as we may reasonably require about
3. The Child (e.g.
  4. Any known medical condition, health problem, allergy, or diagnosed dietary requirement.
  5. Any prescribed medication.
  6. Any lack of any vaccination which the Child would ordinarily have by their age.
  7. Any family circumstances or court orders affecting the Child.
  8. Any concerns about the Child's safety; and
9. Your contact details, and those of your authorised persons who may collect the Child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up to date, by promptly informing us in writing whenever they change.

6.2.1 As regards arrivals and departure of a child, please refer to the preschool's Arrivals and Departures Policy, available at preschool or on the website. Please ask for a copy of it if necessary.

6.3 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

6.4 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

## **7. Charges and payment**

- 7.1 You shall pay the charges as set out in Part A.
- 7.2 Charges are due even if the Child is absent. Sessions cannot be swapped.
- 7.3 We will not charge for bank holidays and/or staff training days.
- 7.4 VAT is not charged on preschool fees (preschool provision is an exempt supply for VAT purposes).
- 7.5 The quoted charges are per Child, per hour.
- 7.6 Extra hours (or parts of an hour) will be charged for (at the ruling rate) and must be booked and paid for at least 24 hours in advance.
- 7.7 The charges must be paid monthly in advance, by the 3rd day of the month.
- 7.8 All payments must normally be made by cash, childcare vouchers, bacs or cheque, but it is your responsibility to retain a receipt as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £30)
- 7.9 We will review our charges twice per year. We will give you written notice of any price increases of charges two months before the proposed date of increase.

7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

7.10.1 Make an interest charge of up to 1.5% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue daily from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together with the overdue amount. In addition, we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis.

7.10.2 Charge you a reasonable administration fee if you request additional copies of previously provided contracts and receipts.

7.10.3 Suspend all non-funded services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently.

7.11 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

## **8. Reducing sessions**

You are required to give us one month's written notice of a reduction in the number of sessions you require.

## **9. Free preschool education**

9.1 If you wish to take up your free preschool education, you are required to complete and sign a Parental Declaration on a three-monthly basis, detailing how and when you will take up the free sessions.

9.2 Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for meals or additional activities provided during any free session.

9.3 If you are claiming additional 15 hours funding for 3- & 4-year olds or funded two-year-old, you must provide the preschool with timely advice of the authorisation code. Failure to provide this will make you liable for payment of the invoiced fees.

## **10. Welfare of the Child**

- 10.1 We will do all that is reasonable to safeguard and promote the Child's welfare and to provide care to at least the standard required by law and often to a much higher standard.
- 10.2 We will respect the Child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our preschool and rights and freedoms of others.
- 10.3 Your consent to such physical contact as may be lawful accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.
- 10.4 Parents of Children who are not potty trained must provide disposable nappies.
- 10.5 We provide all formula milk for bottle feeding babies.
- 10.6 As regards behaviour management techniques and sanctions, please refer to the preschool's Behaviour & Discipline policy Please ask for a copy of it if necessary.
- 10.7 The preschool uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

## **11. Health and medical matters**

- 11.1 If the Child becomes ill during the preschool session the preschool manager will contact, you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).
- 11.2 If the Child is suffering from a communicable illness, he/she should not be brought to the preschool until such time as the infection has cleared. A full copy of our infection control policy is available from the website.
- 11.3 You must notify the preschool manager if the Child is absent from the preschool through sickness.
- 11.4 If the Child has been sent home from the preschool because of ill health, he/she will not be re-admitted for at least 24 hours. If the Child is suffering from vomit

and or diarrhoea, he/she will not be allowed to return to the preschool for 48 hours after the last bout.

11.5 As regards medication, and the administration of it to a Child, please refer to the preschool's Medication Policy. Please ask for a copy of it if necessary.

11.6 Please also see clause 6.1.2 on matters we need to be informed about.

## **12. Food/dietary requirements**

12.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not encounter certain foods with support from parents and external professionals should the need arise.

12.2 Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.

12.3 No packed lunches supplied by parents will be heated up by us.

## **13. Reporting of neglect or abuse**

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

## **14. Limitation of liability**

14.1 This clause sets out our (and our employees', agents', consultants' and subcontractors') liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).

14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.

14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.

14.4 We shall not be liable for:

14.4.1 Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our preschool.



14.4.1.2 Loss of any profits, or consequential loss; or any other indirect loss;  
and

14.5 Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

## **15. Data protection**

15.1 You agree that details of your name, address and payment records and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the permission section on the registration form.

## **16. Security**

Parents are welcome to visit the preschool, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the Child on your behalf.

## **17. Complaints and concerns**

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the preschool manager. Please also refer to our complaints and compliments policy which shall apply to any complaints received by us.

## **18. Termination for breach of contract, or bankruptcy/insolvency**

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for 10 days or more: or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to

remedy that breach within 30 days of that party being notified in writing of the breach: or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

18.2.1 You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

18.2.2 Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

18.2.3 No further siblings will be admitted to the preschool unless previous debts have been paid.

## **19. Preschool Closure**

The Preschool may be closed in the following circumstance:

19.1.1 Matters beyond our reasonable control or compulsory closure by a public body. For example, but without limitation: fire, flood, terrorism, pandemic / epidemic of certain notifiable diseases. We will keep you informed, in such an event.

19.1.2 It is, in our reasonable opinion, necessary for the welfare and safety of any child and our staff to do. By way of example; extreme weather conditions such as snow.

## **20. Charging during closures**

20.1 Should the preschool be closed in the circumstances above, fees will be chargeable unless the loss of income is covered under our business interruption insurance. A copy of our loss of income insurance is available upon request.

## **21. Invalid clauses**

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

## **22. Changes to these terms and conditions**

22.1 We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.

22.2 We may change any other terms in these terms and conditions provided we give you at least one month's written notice of our intention to do so.

## **23. No other terms**

Each party acknowledges that, in entering the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

## **24. Assignment**

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

## **25. Rights of third parties**

A person who is not a party to the contract shall not have any rights under or connection with it.

## **26. Governing law and jurisdiction**

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.