**LADYBIRDS PARKSIDE PRESCHOOL – TERMS AND CONDITIONS**

**Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* I understand that I am responsible for the payment of my child’s preschool space. If I wish to claim funding for my child’s preschool space I will need to complete and keep updated relevant documentation and provide applicable codes to preschool.
* I agree to pay all invoices in advance.
* I agree to complete all relevant paperwork for my child and that the completion and return of such information is a condition of attendance for my child.
* I understand that if I claim funding for my child’s preschool space and my funding is cancelled or reduced, I will be eligible for payment and/or any arrears due.
* I agree to give preschool 1 months’ written (or email) notice if I wish to cancel or change a session for my child, or change my funded provider.
* I understand that I will be required to pay for sessions during notice. I understand that I will be required to pay for sessions that are booked and not taken, unless covered by funding.
* I understand that any outstanding invoices will incur a late payment fee and could result in sessions being cancelled and allocated to another child.
* I understand that there may be some planned closures for the purposes of preschool training and development that will be communicated to me in advance. I understand that these closures have been calculated in to the total sessions available for funded children and in to the hourly rate for non-funded children.
* I understand that the preschool has a range of policies and procedures to which it adheres to. I understand that these policies are available to view on the preschool website, in the setting and can also be emailed to me on request. I agree that the Preschool policies form part of the terms and conditions of attendance.
* I understand that I need to provide nappies, baby wipes and spare clothing for my child.
* I understand that preschool are not responsible for any items from home that are brought in. I agree to name personal belongings.
* I understand that I need to inform preschool if my child is not able to attend preschool at any time.
* I agree that I will not publish photographs or information from the Learning Journey in any way; for example, photographs cannot be posted on a social networking site or displayed in a public place, to protect images of my child or other children.
* I understand that I am required to attend the Ladybirds Preschool Annual General Meeting at a date and time which will be communicated to me by the preschool.

**ADDITIONAL TERMS AND CONDITIONS IN RELATION TO COVID 19**

* I agree to follow the advice as set out by the Government and comply with any necessary directions, restrictions to keep my family, child, preschool and the wider community protected from infection.
* I agree to read and fully comply with all aspects of the COVID Risk Assessment and policy along with subsequent updates in relation to COVID 19.
* I understand that there may be times when preschool is unable to offer all of the booked hours for my child. This could be due to a high number of staff self-isolating or due to having to close the setting or specific key groups.
* If and when necessary I will provide proof of my child having a test and the result of that test (this could be by forwarding an email or text confirmation of the test and results).

**DATA PROTECTION AUTHORISATION -** I give permission to Ladybirds Preschool to hold written and electronic data for the purposes of;

Learning and assessments, Emergency contacts, Safeguarding, Sharing information between the setting and parents, sharing information between Educational settings e.g. schools or shared care, Sharing information with the Local Authority for funding and assessment purposes.

I will notify Ladybirds Preschool by email or in writing if I wish to withdraw permission for data to be managed in this way. Further information on how we store your data and why we hold your data, and our retention periods please refer to our policy ; General Data Protection Regulation and Confidentiality Policy

Signed………….………………………………………………. Parent/Carer Name…………………………………………………………

Date………….…………………………………………………. Name of child……………….…………………………………………………