

St. Mary's Pre-school Playgroup
St Mary's Church Hall
Regent Street, Wrexham

Contract with Parent/Carer

- Playgroup fees are £9.00 per session. Invoices are issued and payment must be paid in full by the date stated on the invoice.
- Payment may be made:
 1. Monthly in advance
 2. Weekly in advance.
 3. Payment can be made on-line, by cheque or cash.

NOTE: If fees are not paid on time a 20% late payment fee will be added to the next month invoice.
- The Playgroup Committee reserves the right to suspend a child's place when failure to pay on time is more than once.
- The contract secures your child's place at the Playgroup therefore fees must be paid irrespective of whether your child attends or not. In the event of prolonged absence, the committee should be consulted.
- Written notice of one month must be received prior to reducing or ceasing your child's Playgroup attendance. *This is not relevant if you are going on holiday. Please see above.
- If you wish to increase your child's attendance all attempts will be made to accommodate you and your requirements, subject to the correct adult to child ratio guidelines being met at the Playgroup.
- Playgroup times:
 1. Morning sessions start at 9.30am *unless by prior arrangement and children must not be left at Playgroup until they are registered.
 2. Afternoon sessions start at 12.15pm *unless by prior arrangement and children must not be left at Playgroup until they are registered.
 3. Collection time is 12.00 midday for mornings and 2.45pm for all day sessions or afternoon sessions.

NOTE: A late payment charge may be added to your account if you are repeatedly more than 10 mins late to collect your child. If any person other than the parent/carer is collecting the child, the Playgroup supervisor MUST be told in advance.

*Prior arrangement – Parents wishing to arrange early drop-off or an additional session should speak to the supervisor and must pay in cash on the day (£2.00 early drop-off or £9.00 full session)
- If for any reason the group closes for an unforeseen event, a full refund of the fee for the session will be made to the parent/carer.
- The group relies on the help of parents/carers on a rota basis. It is the parent/carers responsibility to ensure that they can carry out their allocated duty and if not, arrange to change with another member of the group. If you are unable to do fulfil your duty an £8.00 charge will be made against you.

- Group policies such as the administration of medicines, behaviour, safety, health and hygiene and equal opportunities are with the staff policies and procedures. These are reviewed regularly and copies are available on request. In line with local guidelines on child protection, suspected child abuse is referred to the County Area Child Protection Co-ordinator for Wrexham County Borough Council.
- We have a complaints procedure in accordance with CSSIW regulations and details are available from any staff/committee member.

AGREEMENT

I have read and understood the information provided and completed a registration form giving details of any special dietary or medical needs and emergency contact details.

Signed:

Parent/Carer

Signed

Parent/Carer

Signed

Date.....

Updated 19-03-2018