



Fiveways
Playcentre

Registered Charity
No 1131820

Between 8 & 10 Florence Road, Brighton. BN1 6DJ Email: office@fiveways-playcentre.co.uk

Fiveways Playcentre Parental Contract of Engagement

Please read carefully and keep in a safe place for future reference.

The following Terms and Conditions apply:

Admissions

A £100.00 deposit is payable when your sessions are confirmed. This will be refunded on request when your child leaves providing all outstanding fees have been settled.

As a charity if you would like to donate this amount to us, please let us know. If you have not claimed your deposit back within one month, we will assume you have a heart of gold and have donated this to us.

If your place is entirely EYFE funded the deposit will be returned in full, 1 month after starting.

A Joining fee of £30.00 is payable on acceptance of a place.

One months' notice is required prior to decreasing sessions or withdrawing your child and ending this agreement. Notice is not required if during the first month of settling either party wishes to end the agreement.

We operate term time only; our holiday dates coincide with the Brighton and Hove Education Authority with some deviation. Playschemes operate in some holidays, if demand is there. These will be advertised in advance.

We will be closed for up to 4 inset days for staff training. Dates to be advised in advance.

A registration form must be completed before your child starts their first session.

Sessions

Some two-year olds and all three- and four-year olds will be entitled to receive 'Early Years Free Entitlement (EYFE)' funding, this is available from the start of the term after your child's second or third birthday. Check at <http://www.brighton-hove.gov.uk/twos> to see if you are eligible for 2-year funding.

Our morning and afternoon sessions are three and a half hours long. This can include, if eligible, three hours of your funding entitlement.

Once booked it is not possible to swap a session on an ad hoc basis as staffing ratios have already been set. Extra sessions may be booked and paid for if there is availability. Session times and prices for Preschool children

We have some spaces available for Parents/Carers who would like to attend Fiveways using only their universal 15 hours EYFE or Extended 30 hours EYFE. These places can be taken between 8:45am - 3:45pm and are subject to availability.

Invoices and Fees

Invoices are issued at the beginning of each half term and payment is due within 21 days or a 10% charge will be added. If the invoice is paid by regular childcare vouchers, please make the office aware. Payments for additional sessions will be charged in the following half terms invoice.



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If regular fees are still outstanding at the end of any half term, without prior arrangement, we may terminate this agreement by giving 14 days' notice and this notice to terminate will be regarded as a formal demand for outstanding monies.

On the rare occasion that we may have to close playgroup due to circumstances or events beyond our control (e.g. extreme weather conditions) fees will still be payable in full.

Attendance

You must inform us immediately if you are unable to collect your child by the end of their booked session. You must arrange for another authorised person to collect your child as soon as possible and that the person collecting has the prearranged password from your registration form. If we do not recognise them and they do not have the password, we will refuse to let your child leave until we have verified with you who the person is.

See fee schedule for late collection charges.

Fiveways reserve the right to change fees with 1 months' notice

Please inform us as far in advance as possible of any dates on which your child will not be attending.

Please inform us by telephone or email, if your child will not be attending that day, due to illness or for any other reason.

No refund will be given in the event of your child's absence due to illness or holidays.

Signing in and out

It is important that your child is met by a member of staff to be registered at the beginning of the session Please ensure when collecting that a staff member has signed out your child.

Sickness

Please refer to our Covid 19 statement and parental agreement

Will follow UKHSA policy that any child with a fever, vomiting or diarrhoea will need to stay away for a minimum of 48hours after the last symptom. This is to minimise the risk of spread throughout Fiveways to the other children and staff.

You must inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease and must not attend whilst they pose a risk to other children and staff. We reserve the right to refuse to admit your child if they have a temperature, or to ask you to collect your child if they become unwell whilst in our care.

Duty of care

Fiveways puts Safeguarding as our highest priority. We have a duty of care to put children's safety and wellbeing first and will follow our procedures where we have concerns about a child. There is a safeguarding policy available to support parents and our staff team.



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Confidentiality and GDPR

Any personal information you supply to us will be collected, stored, and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and we will always seek your consent if we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

Fundraising Events

Fiveways is a registered Charity and holds many fundraising events each year to raise money for purchasing new equipment and for repairs to the building. It is essential that we have parental help, and every family is expected to support Fiveways in some way.

Food and Drink

Whilst food and drink are provided on the premises, we are not a commercial kitchen. We will endeavour to cater for the individual need of every child. Every effort will be made but, we can't rule out cross contamination and a risk assessment is conducted for children with any known allergies.

Mobile Phones

Please note that mobile phones are not allowed within Fiveways. Please ensure that they remain switched off and stored away while dropping off or collecting your child.

Playcentre Gates

Please ensure that you close both sets of gates every time you enter or leave the Playcentre. It is essential that you make sure you are only letting your child through the gate.