



St Joseph's PreSchool

Procedures, Terms and Conditions 2024-2025

St Joseph's PreSchool is available to all children equally, regardless of gender, race or ability. It provides preschool care in a safe and caring environment, with a wide range of opportunities for development, play and relaxation.

Contact Information

St Joseph's Catholic Primary School
Bristol Road
Portishead
North Somerset
BS20 6QB

PreSchool email: preschool@st-josephs.org.uk
School Office: 01275 848367

Admissions Procedure

Please contact us on the above email address in the first instance, copying in the office email address: office@st-josephs.org.uk

We can provide you with session availability, advice, costs and help to complete the necessary registration and funding application forms.

Details of which are held on our website here;

https://www.st-josephs.org.uk/web/st_josephs_preschool/601574

Prior to an agreed registration, we require a meeting in the setting with the child and parents to discuss and ensure we can meet the child's medical and educational needs.

We MUST have a signed copy of the School Registration Form for your child before they can attend, at least 48 hours in advance.

All allergies/medical information must be notified – please double check these at first drop off.

Session Times and Availability

PreSchool is open Monday to Friday during term time and sessions are as follows;

8:20 - 11:20am - Session 1 - £20 per session or Govt Funding can be used.

11:20 - 12:15pm - Optional Lunch session - Govt funding can not be used and will need to be paid for, at £5 each. A packed lunch will need to be provided.

12:15 - 3:15pm - Session 2 - £20 per session or Govt Funding can be used.

Places must be booked termly in advance, for regular attendance.

1. To amend regular sessions on a permanent basis, please complete the Change of Session/s form on our website and email it to; preschool@st-josephs.org.uk
2. Regular users wishing their child to attend additional sessions, should also email preschool@st-josephs.org.uk, where we can advise you whether session/s are available and any costs associated with those.
3. Payments need to be made via ParentPay - you will be given log in details once your child/ren arrive and attend the PreSchool. We can not add your child to our systems until they physically start at our setting.
4. There is an annual registration fee of £25, which must be paid in order for your child/ren to attend.
5. In line with the school's attendance policies, changes to scheduled days will only be considered in exceptional circumstances at the headteacher's discretion.

Government Funding and Claims

Govt Funding is claimed 3 times per year and there are certain 'windows' during which we can make each claim. In order to ensure the funding for us and between other settings is correct and in order, there may be restrictions as to when funded sessions can be changed. If you wish to change any funded sessions please contact us on preschool@st-josephs.org.uk

Deadlines for funding claims are currently;

15th April 2025 - for the summer term

and 30 hour codes should be obtained or validated before 31st March to be valid for the summer term.

Settling In Sessions.

We recommend settling in sessions for your child, without charge;

1. x1 1 hour session with a parent present. Where the parent remains responsible for their child/ren.
2. x1 1 hour session with no parent present, but the child must be 3yrs old, to comply with our Ofsted Registration conditions.
3. Any further sessions required will be payable at the session rates.
4. These sessions need to be agreed prior to child attending, with approval of the PreSchool and Financial Manager.
5. Please bring with them a change of clothes including underwear, nappies/pullups and wipes, indoor shoes/slippers, sunscreen/waterproofs/wellies as necessary, water.

Safety

1. The St Joseph's PreSchool complies with St Joseph's Primary School's safety policies.
2. All PreSchool staff members work at St. Joseph's & have Disclosure and Barring Services clearance.
3. There is always a first aider on duty. Any accidents will be recorded in the accident book and a report sent home. If the accident is serious, an ambulance will be called and the parents telephoned. Consent for hospital treatment is required on the School Registration form.
4. PreSchool is based in the PreSchool building, play area, the school hall, Gen's room and St. Joseph's outdoor playground and field when the weather allows. Both exit gates remain locked during the day. The children may also have supervised access to other areas within the school grounds from time to time.
5. Staff will record the arrival and departure of each child on the PreSchool register. Children will not be allowed to leave the PreSchool by themselves. This register will act as a fire safety register as well as an attendance log.
6. If another person is to collect the child, PreSchool staff must be informed prior to collection by the parent/carer by telephoning the school office on 01275 848367. A collection password must be used, which must be recorded on the annual School Registration form.
7. PreSchool staff are unable to provide details of any pupil or parent to any third party.
8. If the child is attending another setting, or will be arriving late or if the parent knows they are going to be late for any reason, then please inform PreSchool staff by telephone, or email if there is enough time. The PreSchool email address is only monitored currently at the beginning and end of the day. Please copy in the Office email address office@st-josephs.org.uk during these times.

Medication

1. The PreSchool complies with St Joseph's Primary School's medication policy.
2. The PreSchool requires that asthma inhalers or Epipens be kept at the PreSchool. They must be clearly labelled by the parent, with the child's name and correct dosage. Inhalers & Epipens to be returned home at the end of each term to be checked by the parent & replaced if necessary.
3. Medical problems & known allergies must be logged by the parent on the School Registration Form. A drink will be provided in line with information given regarding food allergies.
4. If a child becomes unwell, the parent/carer will be telephoned to collect the child and should be collecting as soon as possible.

Missing Child Procedure

If a child were to go missing from the PreSchool, the PreSchool manager and team will follow St Joseph's Primary School's Missing Child Policy & Procedure.

Procedure for an uncollected child after 3:15pm:

Staff will reassure the child that they will be looked after until they are collected. The PreSchool manager/team will check with other School staff that no message has been missed or left on the answer machine.

Staff will phone the contact number for the child's parent/guardian and request immediate collection.

If the PreSchool is unable to contact a parent/guardian, they will contact the additional persons (including those authorised to collect the child as listed on the registration form).

The PreSchool reserves the right to contact Children's social Care: 01275 888266 or 01454 615165 for advice on next steps to be taken should they be unable to contact any of the persons listed above.

Please see the Fees section below for information about charges for late collection.

Fees 2024/25

1. Fees are payable via Parent Pay or a registered Child Care Voucher Scheme.
2. An annual registration fee of £25.00 per family will be charged in term one of each academic year, or upon joining the club within an academic year.
3. Session Fees need to be settled in advance of the child/ren attending, so please keep Notifications on and regularly check ParentPay.

4. Fee for **late collection** is charged as follows:

After 3:15pm Monday to Friday, in line with School Policy the charge will be £5 per five minutes or part thereof per child.

Eg. If a child is picked up 3 minutes late, it will be a £5 late fee. If a child is picked up 8 mins late, it will be a £10 late fee, etc.

In order to avoid any misunderstanding, parents will be asked to confirm the time recorded on the register with a signature at pickup.

Fee Payment Dates for 2024-2025;

- Payment for current children will be posted by the first day of each school term
- Payment for new children will be posted after they have physically started at the school
- Payment will always be due by the end of the second full week of each term

Term 1 - Payment posted by Monday 2nd Sept 24 - Payment due by Friday 20th Sept 24

Term 2 - Payment posted by Monday 4th November 24 - Payment due by Friday 15th Nov 24

Term 3 - Payment posted by Monday 6th January 25 - Payment due by Friday 17th Jan 25

Term 4 - Payment posted by Monday 24th February 25 - Payment due by Friday 7th March 25

Term 5 - Payment posted by Tuesday 22nd April 25 - Payment due by Friday 2nd May 2025

Term 6 - Payment posted by Monday 2nd June 2025 - Payment due by Friday 13th June 2025

5. Arrangements for regular payment of fees by Child Care Voucher (CCV) should be discussed and agreed with the PreSchool financial manager and arrangements confirmed in writing, giving details of the monthly value and the CCV provider. Please note that the PreSchool are unable to refund any payments made through CCV schemes.
6. If the parent/guardian can foresee payment difficulties, they must immediately notify the PreSchool via email (**preschool@st-josephs.org.uk**), who will notify the PreSchool manager & Headteacher.
7. In the event of a child's absence due to illness, external events or family holiday, **THE FULL SESSION FEE** is still payable. Either covered by govt funding or payable personally, depending on your arrangements.

Notice Period

1. 28 days notice in writing is required for a permanent change of session. Current arrangements will continue until a notice of change is received. Additional sessions may be available sooner.
2. 28 days notice in writing is required for permanent cancellation of a place. If your child leaves prior to the notice period given, the charge for the full notice period will still apply.
3. PreSchool pupils leaving the school at the end of the academic year to move up to Reception Class will not be required to give notice.

Behaviour, Management & Sanctions

1. PreSchool offers a safe environment for development, play and relaxation, whilst it is not as structured as formal school lessons, there is still an expectation of good behaviour from the children. Physical or verbal abuse will not be tolerated towards staff or other PreSchool children.
2. Threatening or injurious physical behaviour will result in exclusion for a fixed time and may result in termination of the child's place at PreSchool. Possible further action may be taken, depending upon the severity of any incident.
3. Verbal abuse will result in a written warning being sent to the parent/ guardian.
4. PreSchool follows the school behaviour policy.

Complaints Procedure

PreSchool aims to provide parents and children with the best possible service. To ensure our high standards are maintained, we are constantly seeking to improve this service. If there is an area where you feel dissatisfied, please tell us so that we may put it right.

In the event that you need to make a more formal complaint, please follow the school's complaint procedure which is available on the school website.

Parent/guardian questions or feedback is welcomed and can be given informally or written directly to PreSchool staff. It can also be written anonymously and left at reception for the attention of the chair of governors. St Joseph's values its relationships with parents/guardians.

PreSchool may request written permission for special events.

Policies All school policies referred to in this document are available on the school website

There is a section in the School Registration Form asking you to confirm you have read, understand and will follow these procedures, terms and conditions.