Great Steeping Primary School
Great Explorers Pre-School

Gratitude – Resilience- Empathy – Attitude – Teamwork

Terms & Conditions

We strive to create a positive partnership with parents and carers. Lots of this information is contained in more detail in other policies, but we hope that listing this important information in one place will help us achieve a happy setting and shared ethos.

SAFEGUARDING & CHILD PROTECTION:
https://www.greatsteeping.org.uk/attachments/article/6/Oct%202018%20LCC%20School%20Safeguarding%20Policy%20v11%20(1).pdf

This is a very important document that you must read – it is relevant to all children in school/pre-school. This document is regularly updated or has addendums added. We will always have the most up to date on the school website – www.greatsteeping.org.uk

General:

The whole site operates a strict non-smoking policy. Smoking (tobacco or electronic) is not permitted on the premises or within the grounds.

Hours of opening:- Full Time Place: 9.00am to 3.00pm Morning Session: 9.00am to 12.00pm. Afternoon Session: 1.00 pm to 3.00 pm.

Great Explorers Pre-School is open term time only as per the Local Authority term dates. These can be found on the Information tab on the website www.greatsteeping.org.uk

In the event of unusual circumstances which result in temporary closure such as severe weather conditions (eg snow), infectious disease, interruption to mains power or water supply or other serious conditions fees must still be paid.

Arrival:

If applicable, on your arrival at Nursery please can you ensure that your child's pants/pull ups are clean and dry. A coat peg is provided for coats and your bag, which should containing clean pants/pull ups, wipes, spare clothes, and there is space below for lunch boxes. Please make sure that all items are clearly named.

Late Collection:

Please be aware that late collections after the morning session will put Great Explorers at risk of being understaffed and after the afternoon session will mean that staff will be required beyond their working hours. This can be distressing for your child too. If we have not been informed of an incident preventing timely collection, an additional charge of £8.00 for late collection will be invoiced. A further charge of £2.00 per fifteen minutes thereafter will also be calculated.

Security:

We will not release your child into the care of anyone other than yourself without your prior consent. Under no circumstances will a child be allowed to leave Great Explorers unless previously arranged by the parent or carer and recorded in the register.

Snack Times:

A snack will be provided morning and afternoon. Access to drinking water is available all day.

Property and Belongings:

Practical, inexpensive clothing is strongly recommended. Our preference is that children will wear the Great Steeping polo shirts and jumpers, with suitable trousers, skirts or shorts and sensible shoes. We believe that this helps develop a sense of belonging to our Great Explorers family and associates the uniform with the routine of Pre-School. We hope it also helps you to keep 'home clothes' nice. All items of clothing and belongings must be clearly named. Whilst every reasonable effort will be made to ensure the child's belongings are not lost or damaged, we do not accept any responsibility for loss of any clothing or personal items. It is useful to have a change of clothes for your child in their bag in the case of any accidents. Please do not send children to Nursery with jewellery, money, valuables or items 'valuable' to them.

Storage of Belongings:

All children will have a coat peg for pants/pull ups and spare clothes supplies in bag plus space for a lunch box if not ordering a lunch.

Toilet time:

We ask that your child arrives at school in pants or pull-ups. Spare clothes including underwear/pull-ups can be stored in a bag you provide which will be kept on your child's peg and we will let you know if it needs re-stocking, this means there is less to pack and think about before each drop-off as you've left supplies here.

Holidays

We are open term time only and as such have staff on contract for these times. Consequently, holidays are taken at your discretion and no refund on the term will be made. We ask that we are informed of holiday absence to ensure that we uphold our safeguarding duty. We have Great Kids club, which is a separate company from school. It is registered for children aged 3-11 years and can provide breakfast club (7.45-9am) and after school provision from 3pm onwards. They also run a holiday club on site for several of the school holidays. Their mobile number is: 07597 128607. Leave your name and contact number and someone will get back to you. This is the phone number to use during term time to book your child into club.

Child Health Needs

Great Explorers requires parents to provide details of any health needs when completing the admissions documentation. It is critical that all details are recorded should we need to prepare a specific Health Care Plan for our staff to all be aware of. Therefore, it is important that emergency contact names, medical information and details regarding allergies, dietary or special requirements are correct and updated where necessary immediately .

Accident Procedure

Refer to policy enclosed within the Registration Pack.

Sickness and Absence

Sessions unattended for any reason must still be paid for. If you are in doubt as to whether your child is well enough to attend the Nursery, please keep your child at home. If your child is to be absent please contact 01754 830251 before 9.00 am or 1pm, giving the reference 'Great Explorers', your child's name and the reason for the absence. Great Explorers may contact you to collect your child if they become unwell during a session, require special medical care, or display symptoms of a contagious condition.

Medicines and Consent forms

Refer to policy enclosed within the Registration Pack.

Fees

Fees are to be paid termly in advance via the school office. Our preferred methods of payment are cash or cheques payable to Lincolnshire County Council.

Fees are still payable due to illness or holidays.

Length of Notice

Owing to our staff being contracted for term time, we must receive a minimum of four weeks' notice or payment in lieu of notice is required from parents/carers if your child is to stop attending.

Sessions Alterations

Please contact the school office for the Administration team to respond to such requests for Great Explorers via phone on 01754 830251 or by email enquiries@greatsteeping.lincs.sch.uk