Pre-School

Riverside

services

PROSPECTUS

www.riverside-preschool.co.uk
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Pre-School
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Correspondence Address: 1A Lakeside Business Village, Fleming Road, Chafford Hundred, Essex, RM16 6EW
Location Address: The Community House, Sherfield Road, Grays, Essex, RM17 6FJ
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Dear Parents/Carers,

Thank you for your valued enquiry regarding Riverside Pre-School Services.

We hope this prospectus provides you with all the information you need about our setting and presents it in a clear and informative manner. Our goal is to ensure that you feel confident in making an informed decision regarding your child's early years education.

To arrange a visit or to schedule a tour of our facilities, please book through our website. Alternatively, feel free to contact us by phone or email, and we would be delighted to arrange a personal tour for you.

We are confident that you will choose Riverside Pre-School Services as your preferred childcare provider. We offer the highest standard of care, with a strong focus on each child's development and well-being, all at a competitive price.

We look forward to meeting you soon.

Yours faithfully,
Natalie Choppy
Managing Director
Riverside Pre-School Services

Riverside Pre-School Services is a trading name of Chafford Tots to Teens Childcare Services Ltd Registered in England No. 08866869. Registered Office: Oakcroft, Green Lane, Little Burstead, Billericay, Essex, CM12 9TT
Authorised and Registered with Ofsted, Registration Number 2851384

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Welcome to Riverside Pre-School Services

At Riverside Pre-School Services, we are committed to providing a nurturing, safe, and stimulating environment where your child can thrive. Our setting is designed to foster each child's development through play and learning, helping to establish a strong foundation for future academic, emotional, and social success. We believe in a holistic approach to early childhood education, where the child is at the heart of everything we do.

A Message from the Proprietor

"As the founder of Chafford Tots to Teens Childcare Services, which I opened in 2015, my passion for providing high-quality childcare and supporting families has only grown over the years. After the success of our sister setting, I felt there was a need to expand and offer our excellent childcare services to even more families in the local community.

The opportunity to establish Riverside Pre-School Services was born out of this desire to reach more children and provide them with the same exceptional care and education. Our goal is to create a nurturing environment where children can develop at their own pace, building confidence, independence, and a love for learning from an early age.

I am excited to share this next chapter with you, and I hope Riverside Pre-School will become a trusted partner in your child's early education journey."

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About Us

Riverside Pre-School Services is a sister setting to Chafford Tots to Teens Childcare Services Ltd, a well-established name in local childcare, offering high-quality services to families for many years.

At Riverside Pre-School Services, we offer a welcoming and dynamic environment where children from 9 months to 4 years old are encouraged to explore, discover, and develop at their own pace. We pride ourselves on being a family-oriented setting, where communication with parents is key to ensuring every child's development is supported.

Our experienced management team brings over 52 years of combined expertise in the childcare sector, ensuring that your child's care and education are in the hands of qualified professionals. From our early beginnings with Chafford Tots to Teens, we have continually sought to provide the highest standard of care and education, and we are proud to now extend this vision with the opening of Riverside Pre-School Services.

Our Philosophy and Approach

We believe that every child is unique and should be given the opportunity to grow, learn, and develop in a way that suits their individual needs. Our approach focuses on:

- **Confidence and Independence**: Encouraging children to explore and engage with the world around them, developing both their social and academic skills.
- **Personalised Learning**: Each child's development is supported through a range of activities that cater to their individual interests and learning style.
- **Partnership with Families**: We work closely with parents to ensure that each child's experience at Riverside is consistent with their learning needs at home.
- **Continuous Professional Development**: Our staff are regularly trained in the latest early years education techniques, ensuring we maintain the highest standards of care and learning.

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Our Services

Riverside Pre-School Services operates Monday to Friday during term time from 8:30 AM to 2:30 PM. We offer flexible care for children aged 9 months to 4 years and focus on providing high-quality early education through a variety of services:

- **Pre-School Program**: A structured and educational environment designed to prepare children for school, with a focus on literacy, numeracy, social skills, and emotional development.
- **Funded Early Education Funding (EYEF)**: We offer Funded Early Education for eligible children starting from 9 months, as well as for 2, 3, and 4-year-olds, helping reduce the cost of their education.
- **Term-Time Only Care**: Our services are available during term time, providing parents with a full day of care from 8:30 AM to 2:30 PM.

For further information about Funded Early Education Funding (EYEF) and how to apply, please refer to the enclosed EYEF Policy.

Our Dedicated Team

Our team of childcare professionals brings a wealth of experience. With over 52 years of combined experience in the childcare industry, the management team at Riverside is highly qualified and committed to providing the best care possible.

We understand the importance of providing a nurturing and stimulating environment where children can grow and develop, and we are committed to supporting every child's individual needs.

We prioritise continuous professional development to ensure our staff remains at the forefront of best practices in early childhood education so that we can provide the highest standard of care and early education.

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Fees and Payment Information

We aim to offer flexible, affordable childcare options to families. Please refer to the enclosed Fees Policy for details on the costs of our services and any applicable terms.

Meals and Snacks at Riverside Pre-School

At Riverside Pre-School, we do not provide any meals or snacks. Children are asked to bring their own snacks and packed lunch from home each day. We encourage all families to pack a healthy, nutritious lunch to support their child's well-being and learning throughout the day.

To ensure a safe and enjoyable mealtime experience, we ask that all food brought into Pre-School follows our **Packed Lunch Policy**. This policy promotes healthy eating, prevents food-related allergies, and provides a positive environment for children to eat together.

Key Points from Our Packed Lunch Policy

- **Nut-Free Setting**: Riverside Pre-School is a nut-free environment. To protect children with nut allergies, please ensure that lunch boxes do not contain nuts or nut products (including peanut butter).
- **Healthy Choices**: We encourage nutritious and balanced options in packed lunches. Please avoid items like crisps, confectionery (chocolate bars, sweets, etc.), and fizzy drinks. Healthier alternatives such as savoury crackers, breadsticks, plain biscuits, or small cakes are recommended.
- **Ready-to-Eat Food**: As we are unable to reheat food, please ensure that everything packed is ready to eat. Food should be packed in insulated bags with ice packs or frozen drink cartons to keep items cool and safe.
- **Allergy Awareness**: For safety reasons, children are not allowed to swap food. This is especially important for children with allergies, such as nut or dairy allergies, to avoid any potential risks.

We appreciate your cooperation in ensuring that all children enjoy a safe, healthy, and sociable mealtime experience at Riverside Pre-School.

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A Commitment to Excellence

Riverside Pre-School Services is dedicated to providing an exceptional early years experience. We believe that every child deserves the best possible start in life. Through:

- **Regular Staff Training**: All staff members attend regular training courses to enhance their knowledge and skills.
- **Personalised Learning**: Each child's learning journey is unique, and we tailor our approach to meet their specific developmental needs.
- **Ongoing Parent Engagement**: We encourage open communication with parents and offer regular updates on your child's progress.

Why Choose Riverside Pre-School Services?

- **Experienced Team**: With over 52 years of combined experience in early childhood education, our management team is well-equipped to support your child's growth and learning.
- **Quality Care**: We offer a warm, welcoming, and safe environment where children can learn and grow.
- **Holistic Development**: We focus on supporting the whole child—academically, socially, and emotionally.
- **Funded Early Education**: We provide 15 and 30 hours Funded Early Education for eligible children from 9 months, 2, 3, and 4 years old, helping reduce the financial burden of childcare.
- **Flexible Care**: Our services are available term-time only, from 8:30 AM to 2:30 PM, making it easier for parents to balance work and family life.

We invite you to review the enclosed **Application Form**, **Fees Policy**, and **Early Years Education Funding (EYEF) Policy** for further details on how to apply and the financial support available. If you have any questions or would like to discuss our services further, please don't hesitate to contact us.

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Contact Us

To schedule a visit or for further inquiries, please contact us:

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- **Website**: www.riverside-preschool.co.uk

Follow Us on Social Media!

Stay updated with all the exciting news and activities happening at Riverside Pre-School!

Click here to follow us on Instagram: https://www.instagram.com/riversidepreschool

Click here to follow us on Facebook:
https://www.facebook.com/share/1KpUhiGKfv/?mibextid=wwXlfr

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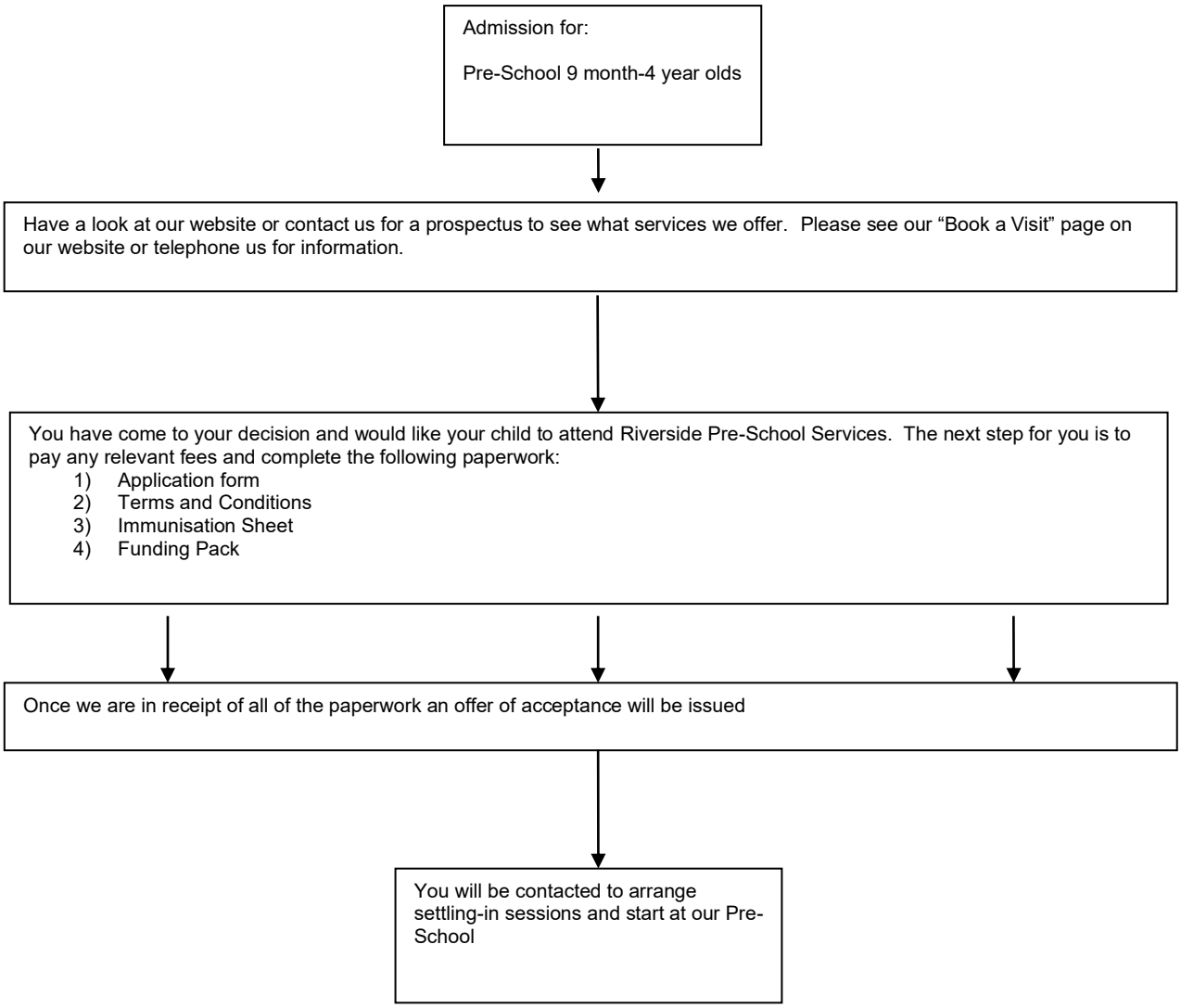
Admissions

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.



EARLY YEARS EDUCATION FUNDING (EYEF) POLICY

At Riverside Pre-School Services we are open Monday-Friday 8:30am to 2:30pm 38 weeks of the year.

What is Early Years Education Funding (EYEF) & Eligibility Information:
Early Years Education Funding (referred to as EYEF in the remainder of this policy) is funding that *covers the core elements in the delivery of early education and care only* as stated in Government Guidance.

A child is entitled to funding from the term after they turn 9 months, 24 months or 36 months and you should be aware of the key dates and deadlines in accordance with the following information:

When your child turns 9 months/2 years/3 years	**When your child's funding entitlement begins (exact date of term TBC as this changes annually, please contact us for exact date)**	**When to apply for your funding**	**Return Parental Declaration form to us by**
1st Sept – 31st Dec	Spring Term starting January	15th Oct-30th Nov	30th November the latest
1st Jan - 31st Mar	Summer term starting April (after the Easter holiday)	15TH Jan-28th Feb	28th February the latest
1st Apr– 31st Aug	Autumn Term starting September	15th Jun-31st Jul	31st July the latest

The number of hours a child is eligible for depends on the following information in accordance with the criteria set by central Government:

	9-23 Months	**24-35 Months**	**36 Months until start of Primary school**
Hours – All families	**0**	0	15
***Hours - Families in receipt of some additional Government Support ***	**0**	15	15
****Hours - working families**	**30**	30	30

**Subject to approval by the Local Authority (LA)*
***Subject to approval of application at childcarechoice.co.uk*

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by contacting us at the office, by visiting www.childcarechoices.gov.uk and/or www.gov.uk/childcare-calculator .

Riverside Pre-School welcomes all children irrespective of funding eligibility. We are registered with Thurrock Council to provide EYEF hours under the following schemes:

- EYEF for 9 months and older under the Working Families Entitlement
- EYEF for 2 year olds issued by the LA
- EYEF for 2 Year olds under the Working Families Entitlement
- Universal EYEF for 3 and 4 year olds
- Extended EYEF under the Working Families Entitlement

Once a family have their code under the Working Families Entitlement, you must go online to reconfirm your details at the end of each funding period (you will receive an email from HMRC prompting you to do this) and we will endeavour to send you a reminder also.

If you are no longer eligible for the Working Families Entitlement, you will fall into a "Grace Period". This is a short period of time to give you an opportunity to reconfirm your eligibility if your criteria has changed.

Riverside Pre-School Services will inform you of the end of your "grace period" date. You will also receive an email from the Government. This is when the relevant funding will end. We will make arrangements with you regarding terminating your contract with us or alternatively transferring you onto our non-funded contracts should you wish to continue your place with us on a private fee paying basis.

You can contact HMRC regarding any queries or appeals on 0300 123 4097 as Riverside Pre-School Services and Thurrock Council (LA) are unable to answer any queries relating to the childcare choices online application system.

Deliverance of Early Years Education Funding

Riverside Pre-School is open 38 weeks of the year and we offer EYEF for the38 weeks of the year. We do not offer stretched funding. Children eligible for up to 15

hours per week can access 570 hours per year, and children eligible for up to 30 hours per week can access up to 1,140 hours per year. We have a limited number of split funding spaces. Once we exceed these split funding spaces, for funded places, we require you to use all of your hours with us. Children can access their EYEF in the following pattern:

EYEF Term Time only (38 weeks of the year)

Day	Opening hours	Time EYEF can be accessed (choice of 3 sessions/time slots)	Maximum number of EYEF hours that can be claimed per day for children eligible for up to 15 hours	Maximum number of EYEF hours per day for children eligible for up to 30 hours
Monday	8:30am-2:30pm	1.8:30am-11:30pm 2.11:30am-2:30pm 3.8:30am-2:30pm	3 3 6*	0 0 6
Tuesday	8:30am-2:30pm	1.8:30am-11:30pm 2.11:30am-2:30pm 3.8:30am-2:30pm	3 3 6*	0 0 6
Wednesday	8:30am-2:30pm	1.8:30am-11:30pm 2.11:30am-2:30pm 3.8:30am-2:30pm	3 3 6*	0 0 6
Thursday	8:30am-2:30pm	1.8:30am-11:30pm 2.11:30am-2:30pm 3.8:30am-2:30pm	3 3 6*	0 0 6
Friday	8:30am-2:30pm	1.8:30am-11:30pm 2.11:30am-2:30pm 3.8:30am-2:30pm	3 3 6*	0 0 6
Saturday	Closed	Closed	0	0
Sunday	Closed	Closed	0	0

**Hours for 15 hours can be taken over 2.5-5 days a week equivalent to 2 x 6 hours and 1 x 3 hour session or 1 x 6 hours and 3 x 3 hour sessions. This is Subject to availability and is not guaranteed.*

Processing Early Years Education Funding
The provision of EYEF at Riverside Pre-School Services is in line with the requirements of the Early Years Foundation Stage (EYFS). The funding is given for children to access standard preschool provision only and in order for us to adequately deliver the EYFS curriculum, this includes things such as small world figures, role play, dolls, cars and trucks, puzzles, books, construction bricks, craft supplies, paper and card, glue, paint, pencils and crayons, scissors, aprons, sand and water, staffing to meet the statutory government ratios.

Parents/carers will be required to complete a parent declaration form before they begin accessing their EYEF sessions with us. Children are required to attend their EYEF sessions by headcount for us to claim EYEF from Thurrock Council. Parents/Carers **MUST** inform Riverside Pre-School Services **IMMEDIATELY** if their personal details or your child's EYEF hours change.

Information you provide on the parent declaration form will enable us to access any additional funding your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). Further information can be found further on in this policy.

Whilst there is no legal requirement to access a minimum number of hours or sessions, we as a setting, have a minimum of 15 hours that children attend for fully funded places. In our professional experience, this is the way that children are able to get the most out of their learning and activities we offer, and it also enables us to be more flexible in planning the day to meet their needs. We as a setting do not split funding with any other providers, and it is a requirement that you have all of your funded entitlement at Riverside Pre-School Services.

Upon registering your child with Riverside Pre-School Services, we ask for a registration fee of £50.00 for the families who access additional private hours. Please note that children accessing EYEF only are exempt from this charge.

At the time of registration, a deposit equivalent to one month's fees is required for all private hours contracts. Children who are receiving only EYEF funding and are enrolled under these contracts are exempt from the deposit requirement.

The deposit is fully refundable upon your child's departure from the setting, provided that your account is settled in full and up to date. You may also be eligible to apply the deposit towards the payment of the final month's fees. For further details regarding the return of deposits, please refer to our full terms and conditions.

Waiting List
If there are not enough places available for all applications, a wait list will be kept of any children who would like a funded place. Prioritising of our waiting list order can be found in our Admissions Policy.

Termination of Contract
Should you choose to terminate your child's placement with us, Riverside Pre-School Services requires 1 full term's notice for fully funded contracts. All other contracts for any additional hours above the funded hours or those families that do not meet the eligibility criteria for funded hours the notice period is 1 month. If you move to another provider, if a parent decides to move their child to an alternative setting, the parent will be responsible for negotiation the transfer of funding from the existing provider to the new provider. The parent/carer must honour the providers contractual terms and notice periods and should not expect the current provider to release any funding to the new provider until the notice period has been served and the new provider will need to honour the notice period and invoice the existing provider the remaining of the funding once the notice period has been served. The existing provider will settle the new providers invoice once all monies have been received from the LA on the relevant adjustment payment date for the given term.

Attendance
Research and experience show that if children attend a good quality childcare setting regularly, they do better in terms of social and educational development. Extended periods of absence are unsettling for children and our setting will expect your child to attend regularly.

Riverside Pre-School Services do monitor attendance in accordance with our statutory duties for safeguarding. We will monitor attendance and contact parents/carers where a child is absent, and we have not received a reason for this. The reasons will be recorded. If any child's attendance starts to cause concern, we will meet with the parent/carer to discuss this and to document the reasons for the absence. If a child stops attending without reason or notification, and where we have concerns about their welfare or safety, we will follow our procedures for reporting and referring a concern. Please see our safeguarding children/child protection policy for full details.

Riverside Pre-School Services do understand that there may be times when your child is absent through sickness or other family circumstances beyond your control, and the LA will provide funding up to a maximum of 5 days absence per term. This may be for a single or a series of absences equalling 5 days. Funding will not automatically be paid for longer periods and you may be charged by our setting for any additional time taken off. This will be at the LA's discretion and dependant on individual cases.

Absence reporting by parents/carers should be as follows:

- Please contact the nursery before 8:30am via email or telephone to inform us if your child is going to be absent or late and the reason for this.
- We will make every attempt to contact you if the reason for your child's absence is unknown.
- We will record reasons given for the absence, late arrival or early departure on our attendance record and monitor its frequency
- We expect that you inform the Pre-School if your child will not be attending due to any reason such as trips and holidays etc..

Late drop offs/Early Collection
Where a parent/carer consistently drops a child off late or collects a child early from their funded sessions, we will try to establish the reason for this. It may be that we are able to offer you a more suitable session arrangement to avoid this happening.

Top Up Fees
Riverside Pre-School Services **will not** charge parents or carers a top up fee (the difference between our usual fee and the funding we receive from the LA to deliver the funded places) or require parents to pay a registration fee for taking up their child's funded only place.

All-Inclusive Childcare Package
At Riverside Pre-School Services, eligible children can access Early Years Education Funding (EYEF) hours at no direct cost to parents. These hours are funded by the government to ensure all children can benefit from high-quality early education.

We offer an optional package known as the All-Inclusive Childcare Package. This covers a wide range of additional experiences, consumables, and enhancements that go beyond the basic funded provision. This may include:

- Consumables such as nappies, wipes, sun cream, spare clothing, etc.
- Enrichment activities such as seasonal celebrations, cooking, nature walks, outings, and special events
- Additional resources and staffing that enhance the daily curriculum and support individual needs

Participation in the All-Inclusive Childcare Package is not a condition for accessing funded hours. If families choose to opt into the All-Inclusive Childcare package then:

Any charges for this package will be:

- **Clearly itemised** on invoices
- **Separate from any funded hours**
- **Optional**, with no impact on your child's ability to access their funded early education

Parents/carers can also apply and pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYEF hours. For more information on charges for additional hours and services, please see our fee policy.

Parents/carers can also apply and pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYEF hours. For more information on charges for additional hours and services, please see our fee policy.

Invoices
Riverside Pre-School Services will ensure that invoices and receipts are clear and transparent allowing parents to see that they have received their funded entitlement at no cost and understand that fees paid for additional services and hours. Any concerns regarding fees should be directed in the first instance to our Accounts and Office Manager – Daniel Morgan on admin@riverside-preschool.co.uk or in their absence, to our Pre-School Manager – Luisa Cappelli.

Funding payments
All EYEF payments are claimed by and paid directly to Riverside Pre-School Services from Thurrock council. This is non-transferable to parents.

Support for children with Special educational Needs and Disabilities (SEND)
We are fully inclusive and committed to supporting all children with Special Educational Needs and Disabilities (SEND). As part of this commitment, we work closely with Thurrock Council to access appropriate support.

Where additional needs are identified, we may be able to access the **Special Educational Needs Inclusion Fund (SENIF)** to support your child's participation in early education.

Our process includes:

- Assessing your child's needs during the settling period and ongoing observations
- Collaborating with you to develop a support plan
- Applying for additional funding through Thurrock Council (with your consent)
- Using this funding to secure extra staffing, resources, or training to support your child

This is in addition to funding sources such as the **Disability Access Fund (DAF)** and **Early Years Pupil Premium (EYPP)**. We will always consult you before making any funding applications on behalf of your child.

Inclusion Funding

Inclusion funding can be applied for by providers signed up to offer Early Years Education Funding (EYEF) to support them in allowing children with additional needs to access their EYEF. Riverside Pre-School Services will consult parents and carers before applying and seek their input into the support plan for the child. We will share this support plan with outside agencies, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another Thurrock council provider, some or all of this funding may be made available for us at Riverside Pre-School Services. In this case, we will consult with you further regarding best use of this funding.

Local Offer

You can find information about our Local offer online here https://www.askthurrock.org.uk/kb5/thurrock/fis/localoffer.page

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings too improve the education they provide for eligible children claiming EYEF. EYPP is paid to settings alongside EYEF (extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYEF hours.

For Riverside Pre-School Services to be able to claim for your child, you will need to provide the following information:

- Parent/Carer's full legal name
- Parent/Carer's date of birth
- Parent/Carer's National Insurance (NI) number of National Asylum Support Service (NASS) number.
- Evidence proving the child has been adopted from Local Authority care for one day or more in England or Wales (if applicable)
- Evidence proving the child has been adopted from Local Authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Riverside Pre-School Services will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents/carers. We may also seek advice from Thurrock Council for best use.

You can find out more about EYPP by viewing Thurrock Council's EYPP guidance for more information, including funding amounts at https://www.askthurrock.org.uk/kb5/thurrock/fis/advice.page?id=wAPezhDYo-Y

Disability Access Fund (DAF)
DAF is a measure which aids access to early years places, by for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- The child is in receipt of child Disability Living Allowance (DLA); and
- The child receives Early Years Education Funding (EYEF).

For Riverside Pre-School Services to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration form, completed to confirm you would like Riverside Pre-School Services to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, Riverside Pre-School Services will assess the needs of the child, consult with parents/carers, and seek support from Thurrock Council where required.

You can find out more information by reading Thurrock Council's DAF Guidance including funding amounts at https://thurrockservicesforearlyyears.co.uk/Pages/Download/d89466ad-38f9-4bb6-9a40-8c1e22821d98/PageSectionDocuments

FEES POLICY

The Fees Policy forms part of your contractual agreement with Riverside Pre-School Services.

A **voluntary** All-Inclusive Childcare Package charge of £1.50 per session (a session is 3 hours long and is from 8:30-11:30 and/or 11:30-2:30) is payable at our pre-school and covers things such as all extra experiences we offer within our normal service throughout the year such as Christmas parties, graduation, seasonal and leaving parties, picnics and treats as well as consumables such as nappies, wipes and sun cream. The All-Inclusive Childcare Package covers a wide range of additional experiences, consumables, and enhancements that go beyond the basic funded provision and include consumables such as nappies, wipes, sun cream, spare clothing, etc, enrichment activities such as seasonal celebrations, cooking, nature walks, outings, and special events and additional resources and staffing that enhance the daily curriculum and support individual needs

Outings and any other special items will be charged for separately and shown as an additional fee on the monthly invoices.

Extra sessions to those on the contract can be arranged in advance to suit your requirements subject to availability. If the extra sessions have been arranged and subsequently cancelled by you, full payment is still due.

Term time only sessions are based on 38 weeks of the year and coincide with the term dates set by Thurrock Council. Please see our “term time and holidays” page for dates.

Children in receipt of the 15 hours early education funding may be able to apply for additional hours.

Children in receipt of the early years education entitlement who require additional hours will be charged the hourly rate.

If Riverside Pre-School Service have to close due to unforeseen circumstances (although this is very unlikely), the full fee is still payable.

For any additional private hours above the Funded Early Years Entitlement hours, a non-refundable registration fee of £50.00 is payable upon application to hold your Child’s space. £25 of this fee will be credited to your first invoice issued to you.

For any additional hours above the Funded Early Years Entitlement hours, a deposit of 1 month's fees is also required prior to the commencement of settling in sessions taking place.

All deposits for additional (private) hours are refundable in full after your child leaves the setting subject to your account being paid up to date and the full notice period is provided, unless you ask for the deposit to be used to pay the final months/weeks fees.

Late payments are charged at £10.00 per day including weekends. This will automatically be added to your next invoice.

A late collection or early drop off fee of £1.50 per minute will be applied outside the contracted hours. This will automatically be added to your next invoice.

Late drop offs does not constitute late collection of your child.

All contracted hours must be paid for regardless of attendance. If your child is collected earlier than the agreed contracted time, full fees are still payable.

If parents are behind with their fees we reserve the right to withdraw childcare until all fees are paid to date in full. We also reserve the right to terminate the childcare placement without notice for contractual non-payment.

All fees are to be paid by standing order and must reach our account by 27th of the Month for the month ahead, e.g. 27th January for February's fees, 27th February for March's fees etc. For weekly payment of fees, fees are due on the Thursday to cover the following week commencing on a Monday.

We accept childcare vouchers and the Tax Free Childcare Scheme.

Our Fees

All fees are reviewed annually. They are charged monthly in advance and are due on or before 27th of the Month for the month ahead. For weekly payment of fees, fees are due on the Thursday to cover the following week commencing on a Monday.

Pre-School (9 months-4 years)

£0 - Funded entitlement for qualifying 9+ month olds 2 year olds and all 3-4 year olds for 15/30 hours per week which can be taken over 6 hours a day between 8:30am -2:30pm or mornings sessions 8:30 am-11:30 pm and afternoon sessions 11:30 am – 2:30 pm.

Voluntary All-Inclusive Childcare Package charge - £1.50 per session

Any age 1 full day session (one offs - emergency cover) 8:30 am – 2:30 pm £42.00

Hourly rate £6.50

We charge a non-refundable registration fee of £50.00 for any additional hours above the Funded Early Years Entitlement hours. £25 of this fee will be credited to your first invoice issued to you.

Fees are charged on the 27th of the month for the month ahead if you pay monthly or the Thursday for the week ahead if you pay weekly.

Monthly fees are calculated over 38 weeks of the year and divided equally over 11 months. There is no payment due for the month of August.

Packed Lunch Policy

The aim of the policy is to ensure that all food and drinks brought from home, consumed at Pre-School provide children with healthy and nutritious food. All food served in Pre-School is governed by legislation.

The Pre-School's Responsibility

The Pre-School will ensure that eating food from home is a sociable experience. Our policy aims to enhance this by:
•Providing a dining environment that is appropriate, hygienic and attractive with a seat and a place to eat.
•Ensuring good behaviour and consideration for others is maintained
•Providing fresh drinking water at all times

The Pre-School is not responsible for providing:

•Fridge space, so we request that food from home is in insulated bags with freezer blocks or frozen drinks cartons to keep food cool, appetising and safe where possible.
•The Pre-School is not allowed to re heat left over meals from home, all packed lunch food must be ready to eat without the need for heating.

Special diets and allergies

•The Pre-School does not allow the swapping of food items between children as there is potential for an adverse reaction (e.g. Nut allergy)

Lunch Boxes must not include:

- Grapes (due to high choking risk)
- Snacks such as crisps (alternatives include savoury crackers, breadsticks)
- Confectionery such as chocolate bars, chocolate coated biscuits and sweets (alternatives include small cakes, shortbreads and flapjack or plain biscuits)
- Items that contain Nuts or nut products (i.e peanut butter) due to allergies
- Fizzy drinks.

Application Form

Child's details:

First Name(s):	Surname:
Preferred Name:	Gender:
Date of Birth:	Nationality:
Address:	

Country of Origin:	Language spoken at home:
Religion:	Other languages spoken:
Registration Date:	Start Date:

Are any of the parents a Keyworker, if yes please state job role-

Parent/Carer 1:		**Parent/Carer 2:**	
First Name(s):	Surname:	First Name(s):	Surname:
Relationship to Child:		Relationship to Child:	
Parental Responsibility:	Y/N	Parental Responsibility:	Y/N
Address:		Address:	
Home Tel:		Home Tel:	

Mobile No:		Mobile No:	
E-Mail:		E-Mail:	
Occupation:		Occupation:	
Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Work Tel:		Work Tel:	

Emergency Contacts:	
Name:	Name:
Home Address:	Home Address:
Home Tel:	Home Tel:
Mobile No:	Mobile No:
Work Tel:	Work Tel:

Please provide a secret password. This is for safeguarding, in the event you are unable to collect your child and ask a relative/friend to do so for you. Please ensure you provide it to the person who is collecting your child otherwise we may not be able to release your child to the person.

Password:

We are Now required to confirm the identity of all children. Source of Evidence:

Passport ☐ Birth Certificate ☐ Child Benefit Form ☐

Health Book ☐ Other ☐ (please specify)

Please could you let us know the days/hours you require in the space provided below.

Days	Times Required
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Is your child 2 year old funded or are they entitled to the 30 hour funding? If yes please state the code in the box	

Medical Information:	
Doctors Name:	Surgery Name:
Doctors Address:	Doctors Telephone No:
Health Visitor:	Health Visitor Tel No:
Any other outside agencies:	
Are your family known to social services	Yes/ No
Special Dietary Requirements:	
Allergies:	
Medical Conditions (including any medical needs and the child's symptoms. A medical condition is diagnosed by a doctor. If it is an intolerance, or personal preference, please indicate as such):	
Has your child had their 2 year old check: Yes/No	
Parent/Carer 1:	Parent/Carer 2:
Date:	Date:
Signature:	Signature:

IMMUNISATION SHEET

Child's Name:

Please tick the relevant boxes:

Immunisation:	(Please tick relevant box)	
Diphtheria		Any other relevant information you would like us to know:
Tetanus		
Whooping Cough		
Polio		
Hib		
Men C		
MMR		
Measles		
Mumps		
Rubella		
Pneumococcal		
BCG		
All up to Date:		

Has your child had Chicken Pox? **Yes/No**

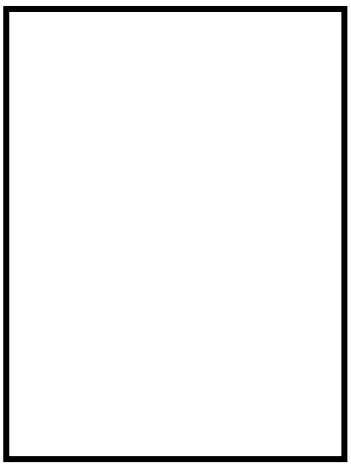
Parent/Carer Name: **Parent/Carer Name:**

Date: **Date:**

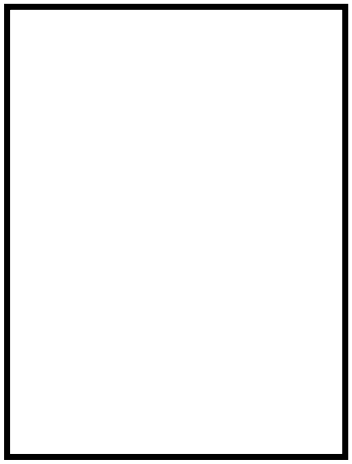
Signature: **Signature:**

Family Photos

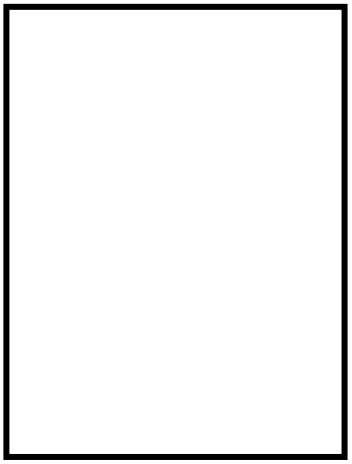
Please insert pictures into each section for ease on collection.



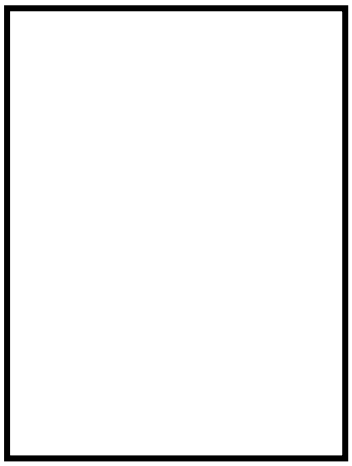
Child



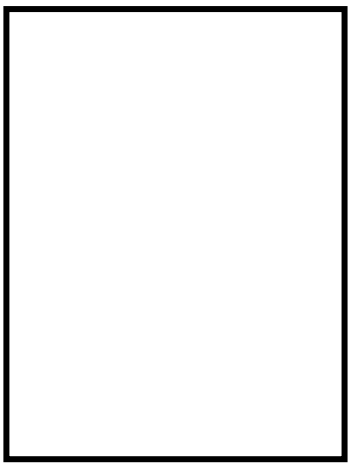
Parent/Carer 1



Parent/Carer 2



Regular Collection Person



Regular Collection Person

PRIVACY NOTICE FOR CHILDREN, YOUNG PEOPLE AND PARENTS/GURADIANS

Privacy Notice - How we use children's information

The Data Protection Officer with responsibility for monitoring this privacy notice is Natalie Choppy

Why do we collect and use children's information?
Riverside Pre-School Servcies will record, process and keep personal information on you and your child in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998.
{Article 9 – 'processing of special categories of personal data' under the GDPR - from May 2018}
We use this data to:

- Support children's learning
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services

Riverside Pre-School Servcies collect, hold and share two kinds of records on children attending our setting.
Developmental records
These include:

- Developmental information collected prior to the child starting at the setting
- A copy of the child's Two Year Old Progress Check
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

Personal records
These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

Collecting information
Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data
We ensure that access to children's files is restricted to those authorised to see them such as *the manager, deputy, designated person for child protection, the child's key person or the setting SENCo. These confidential records are stored in a locked filing cabinet.

We retain children's records in accordance with our statutory requirements. These can found in our record retention document which is available to view in the manager's office or electronically under the document section of baby's days, or on our website.

Sharing information
The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- schools that children attend after leaving us
- our local authority for the purposes of FFEE and the Early Years Census
- the Department for Education (DfE) as part of statutory data collections.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- there is evidence that the child is suffering, or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in the attached policies.

Requesting access to your personal data
Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact [Name of person with responsibility/Data Protection Officer] following the procedure detailed in our access to records policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact [insert name]

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Terms and Conditions

These terms and conditions are in relation to the child named in the contract which these pages are attached to. These terms and conditions form part of the contract between the parent/carer of the said child and Riverside Pre-School Services. The headings in the terms and conditions are inserted for convenience and shall not affect its interpretation.

1. Opening Times

i. The setting is open Monday to Friday 8:30 am to 2:30 pm
ii. The setting year runs from 1st September to 31st July, exact dates subject to change in accordance with the terms dates set by Thurrock Local Authority.
iii. The setting is open for 38 weeks in accordance with the term dates set by Thurrock Local Authority
iv. Please be meticulous with drop off and collection times.
v. Morning sessions in our Pre-School are 8:30 am to 11:30am
vi. Afternoon sessions in our Pre-School are 11:30 am to 2:30 pm
vii. Full day sessions in our Pre-School are 8:30 am to 2:30 pm

2. Registration and Offer of acceptance

i. Upon receipt of the offer of acceptance by the parent/carer, a deposit of 1 months fees (for any paid for hours) is payable prior to settling in sessions taking place
ii. A deposit of £0 is payable for fully funded only hours.
iii. The deposit is fully refundable after your child leaves the setting, provided the following conditions are met:

- A full month's written notice is given to the manager.
- Your account is up to date and fully settled.

For children accessing Early Years Education Funding hours, the required notice period extends to one term for those hours.

iv. If you have adhered to the requirements in 2(iii) you are entitled to use the deposit to pay the final months fees.
v. If your child is placed on our waiting list, you will be notified as soon as a space becomes available and given a start date. Fees will be calculated from the start date agreed and settling in sessions will be agreed at this time.

3. Fees

i. Fees for Riverside Pre-School are calculated on a weekly basis.
ii. Invoices are sent out approx. 3 weeks in advance but are payable weekly in advance and fees are due on the Thursday to cover the following week commencing on a Monday.
iii. Any additional incurred fees are billable at the end of the week and payable before or by the Thursday of the following week.
iv. Late payments are charged at £10.00 per day including weekends. This will automatically be added to your next invoice.

v. A late collection or early drop off fee of £1.50 per minute will be applied outside the contracted hours. This will automatically be added to your next invoice.
vi. Late drop offs does not constitute late collection of your child.
vii. A voluntary All-Inclusive Childcare Package Charge of £1.50 per session is payable
viii. The settings preferred method of payment is standing order.
ix. One full month's notice is required for any changes to contracted times to be given during term time. Outside of term time will not be accepted.
x. Casual sessions may be available upon request subject to availability.
xi. Late payment of fees is taken very seriously at Riverside Pre-School Services and is a breach of your contractual obligations with us. Therefore in addition to 3(iv) above, we will charge you interest on all late payments at the LIBOR rate plus 12%, calculated daily and compounded until all fees have been pain in full and up to date.
xii. In addition to 3(xi) we reserve the right to suspend your child's place at the setting until all fees are paid in full and up to date, fees accrued during the suspension period will still be payable. We also reserve the right to terminate the childcare placement without notice for contractual non-payment.
xiii. All contracted hours must be paid for regardless of attendance. If your child is collected earlier than the agreed contracted time, full fees are still payable.
xiv. Fees are reviewed biannually and Riverside Pre-School Services reserve the right to amend fees accordingly by giving one months' notice of the amendments to the parent/carer.
xv. Childcare vouchers and the Tax Free Childcare scheme are an accepted method of payment and will be automatically deducted from your invoice. You must ensure that you give details of your childcare voucher provider to the Pre-School Manager and the scheme should be in operation prior to your child starting at the setting. Payment through this method must reach us by or on 27th of the month for the month ahead to avoid late payment fees being applied.
xvi. Any funding by colleges must be in place prior to the child starting at the setting and as detailed in 3(xv) payment through this method must reach us by or on 27th of the month for the month ahead to avoid late payment fees being applied.
xvii. In the event of missed sessions and/or days due to personal circumstances or sickness, fees will not be refunded.
xviii. In the very unlikely case the setting has to close due to unforeseen circumstance or adverse weather conditions, fees are still payable.
xix. An additional fee of £10.00 per form is payable if management have to complete a form connected with the payment of childcare for the likes of (but not limited to) college funding.

4. Commitment

i. A deposit of one month's fees for private funded hours) is required to secure your child's space. The deposit is refundable in full after your child leaves the setting subject to one full month's notice in writing is given to the manager and your account is paid up to date and in full. As long as all contractual obligations have been met, the deposit may be used to pay the final month's fees.
ii. Riverside Pre-School Services require 4 weeks written notice including exact dates if you intend to take your child out of the setting for holiday.
iii. Riverside Pre-School Services is registered with Ofsted and Thurrock Council Social Services and is able to offer the funded entitlement.
iv. All children should have suitable clothing for the various weather conditions (which we may experience in just one day) and spare clothing. All items should be clearly labelled with your child's name.

v. All policies can be found in the Policies and Procedures folder and also on the babys days system.
vi. Riverside Pre-School Services cannot be held responsible for any items brought into the setting including clothing.
vii. Riverside Pre-School Services may start a uniform policy. We reserve the right for 2-4 year olds to wear our uniform by giving one month's written notice to the parent/carer.

5. Cancellation and Termination

i. After an offer has been made by Riverside Pre-School Services, prior to the offer being accepted, either party can cancel the offer by giving 7 days written notice.
ii. The parent/carer has 7 days from the date of the offer letter to accept the placement and pay the required deposit. If acceptance is not accepted and payment of the deposit not made within 7 days of the date on the offer letter, Riverside Pre-School Services reserve the right to withdraw their offer.
iii. Parents/carers are required to give 1 months written notice for termination of the contract or full payment in lieu of notice. This extends to one term's notice for Early Years Education funding hours.
iv. Once the deposit has been paid, if your child does not attend or you decide to give up your child's place during the first 4 weeks, the deposit will be kept by Riverside Pre-School Services in lieu of notice.
v. Parents/Carers are to give one full calendar months' notice to amend the contracted hours.
vi. Riverside Pre-School Services will give 4 weeks written notice to terminate the contract.
vii. Notwithstanding 5(vi) if Riverside Pre-School Services deem it necessary to suspend or terminate the care of any child due to the overall safety and well-being of others at the setting, this will be done without notice.

6. Sickness and Health

i. Please inform Riverside Pre-School Services as soon as possible if your child is unable to attend their session. Please inform us if it is an infectious disease or condition your child has.
ii. Riverside Pre-School Services will notify you as soon as possible if your child falls ill whilst in our care. Please see our policies and procedures for more detailed information.
iii. Please do not send your child to the setting if he/she is unwell. A Doctor should confirm that there is no risk of infection to others and we will require 48 hours clear if your child has a temperature of 100 degrees Fahrenheit/38 degrees centigrade, vomiting or diarrhoea
iv. Parents/carers should refer to our infectious disease control policy guide for information of the guidelines that a child should not attend the setting for all other illnesses and diseases.
v. The setting will not routinely administer un-prescribed medication.
vi. Riverside Pre-School Services will make every effort to notify parents/carers of any communicable diseases.

7. Collection

i. Your child must be collected by the parent/carer or an authorised adult for whom we hold details for including our password system and should not leave the premises without informing a member of staff.

ii. Parents/carers should inform the Pre-School Manager in writing regarding any changes to collection arrangements.
iii. In an emergency, the parent/carer should notify the manager as soon as possible prior to collection.
iv. Failure to adhere to 7(ii) and 7(iii) will result in your child being kept at the setting until confirmation is received by the parent/carer.

The above terms and conditions are considered to be fair and reasonable. The parent/carer confirms they have read all of the terms and conditions and agrees to be bound by them upon signing below.

All of the following must be received in order to secure a placement:

i. Signed Application form
ii. Signed Terms and Conditions
iii. Refundable deposit
iv. Immunisation sheet
v. Funding pack
vi. Signed Contract

Parent 1/Carer 1

Name:

Signatures:

Date:

Parent 2/Carer 2

Name:

Signature:

Date:

Office Use Only:

Application Number:

Reference Number:

Name of Authoriser:

Signature of Authoriser:

Date:

Official Stamp