



## Busy Bees Terms and Conditions



### Terms and conditions for Parents / carers to be kept for future reference

Parents / carers will ensure that **all telephone numbers and contact details and information on the registration form are kept up to date at all times.**

Parents / carers agree to book sessions **in advance.**

Parents / carers agree to pay for non-funded additional sessions **in advance.**

Parents / carers agree that funded sessions are static once booked and can only be changed if notice is given by the end of the previous term.

Parents / carers agree that non-funded places cannot be changed, without charge, unless one calendar month notice is given.

Parents / carers agree that booked non-funded places will be charged at the usual session rate in the event of absence, for example due to illness, holiday etc.

The Governing Board reserve the right to waive fees when notified of exceptional circumstances.

I understand that persistent late or non-payment of fees may jeopardise my child's place.

I understand that staff cannot be held responsible for any lost or stolen items.

I understand that should there be any incidents involving my child, I will be informed of the situation.

I understand that the first school's policies will apply to Busy Bees provision.

I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy.

I understand that children must not be dropped off in the mornings before the settings opening time of 9.00 am unless attending Kingfisher Breakfast club.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.

In the event of an emergency, parents give consent to the seeking of any necessary emergency medical advice or treatment.

Unless stated in the allergies section on the form, I give permission for Busy Bees staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent / carer.

In accordance with the EYFS (Early Years Foundation Stage) parents' consent to the observation and recording of children's development in order to provide them with learning opportunities and activities appropriate to the age and stage of each individual child.

Parents / carers will familiarise themselves with school policies which are available on the website.

All information which we have been given relating to your child will be held securely and confidentially.

**Busy Bees staff believe that every child is entitled to a safe and happy environment. All adults associated with Busy Bees are committed to this statement. Anyone accessing the facilities offered by Busy Bees will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the Social Care team if we feel it is in the interests of safeguarding your child.**

I have read and agree to the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

All Saints CE (VC) First Club, Busy Bees Nursery & Kingfisher Club  
Tel:- 01782 791234

Website:- [www.allsaints-standon.staffs.sch.uk](http://www.allsaints-standon.staffs.sch.uk) E-mail:- [office@allsaints-standon.staffs.sch.uk](mailto:office@allsaints-standon.staffs.sch.uk)