



Little Sparkes Preschool

Preschool Address
Winchmore Hill Cricket Club
Firs Lane
London • N21 3ER

Office Address
9 Chase Hill • Enfield
Middlesex • EN2 8DF

PARENT/CARER COPY

TERMS AND CONDITIONS

1. **Fees**

Fees must be prepaid 4/5 weeks in advance. Resource fund charges are payable at the start of each term. Our payment terms are strictly within 5 working days. Please pay early to avoid embarrassment. Late fees of £20.00 will be applied to all those who fail to pay on time to cover our additional administration costs.

For anyone who does not pay their fees and any charges on time, Little Sparkes Preschool reserve the right to terminate any agreement and discharge your child from the setting without ANY prior notice.

Cheques should be made payable to 'Little Sparkes Preschool'. Please mark the back of the cheque with your Child's name.

Payment can be made online via BACS transfer to the following bank details:

Account Name: Little Sparkes Preschool
Account No: 63271943
Sort Code: 20-20-37
Bank: Barclays

You MUST use your child's name as the payment reference so we can identify you and avoid any late payment notices. Remittance advices can be emailed to info@littlesparkespreschool.co.uk

If paying by cash please ensure you obtain a receipt from a senior member of staff.

Childcare vouchers will be accepted if they are available through your place of work. Please ask your employer or voucher provider to call us to set up an account.

2. **Notice of Withdrawal**

4 weeks advance notice must be given in writing prior to withdrawal of your child from the preschool. Full fees will be payable for this period.

If you have registered your child for our preschool and have confirmed a starting date, then decide not to take up your place, 4 weeks' notice will still be required and fees payable for this period for holding your place.

3. **Registration Fee**

Registration is currently £50.00. Please send all of your documents to:

Little Sparkes Preschool, 9 Chase Hill, Enfield, Middlesex, EN2 8DF

4. **Absence/Sick**

You must contact the preschool at the first instance to report your child as sick or absent. Fees will remain fully payable for any absent/sick/holiday days taken.



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5. **Late Collections**

You must collect your child on time we advise to arrive early. We do not accept lateness, you will be charged £1.00 for every additional minute past your pick up time so we can recover our additional costs incurred on your behalf. These additional charges will be itemised on your next invoice, persistent lateness will not be tolerated and no excuses will be accepted.

6. **Additional Costs (optional)**

Little Sparkes jumpers/t-shirts/bags are available for purchase within the preschool, please ask a member of staff for assistance. You are not obligated to buy any of the above.

7. **Car Park**

The main car park is available for use. Use of the gate leading to the pathway is now prohibited due to reasons beyond our control.

I permit my child to receive Emergency Medical Treatment if the parents/guardians cannot be contacted

I permit my child to receive first aid from our staff as well as the application of sun cream during hot weather periods

I permit my child to be included in single or group photographs and videos which may be displayed and/or used within the preschool

I permit Little Sparkes Preschool to use any observational photos & parent testimonials for the purposes of marketing activities (children's faces will be pixelated in images used)

I permit staff at Little Sparkes Preschool to carry out observations, keep records and build profiles on my child

I permit my child to take part in some activities within the confines of the hall and the outside play areas, as well as some short, fully supervised visits to the library

I hereby verify that all information provided to 'Little Sparkes Preschool' is true and correct and the setting will not be held responsible for anything that may occur as a result of false or missing information. I am aware that if a place is awarded on the basis of false information it will be withdrawn

I understand that should I be found not adhering to ALL terms and conditions, 'Little Sparkes Preschool' reserve the right to withdraw any application or discharge your child/children from the setting without ANY prior notice

I have read, understood and fully accept the terms and conditions along with the privacy notice and wish to enrol my child into 'Little Sparkes Preschool' giving the above consents