



The Parish Room, Betchets Green Road, South Holmwood, Dorking, Surrey RH5 4JX
The St Mary's Pre-School is a Charitable Incorporated Organisation
Tel: 01306 740135 Charity no: 1171309

Contract Form

Policies and Procedures

I/we am aware of the setting's Policies and Procedures and have been given the opportunity to read the file (see Information Notice Board where parents may book the file out to read), including the Information Sharing procedure and understand that there may be circumstances where information is shared with other professionals or agencies without my consent. A full set of all documents can also be found at:

<http://southholmwoodpreschool.org.uk/newsletters-2/policies-procedures>

Parent's/Guardian's signature _____ Date _____

Liability

I/we release St Mary's Pre School and individuals from liability in case of accident during activities related to St Mary's as long as normal safety procedures have been taken.

Parent's/Guardian's signature _____ Date _____

Payment of Fees

I agree to abide by the fees policy.

Half terms notice must be given if you wish to withdraw your child from pre-school otherwise a half terms fees will be charged in lieu of notice.

Fees continue to be payable when a child is absent for any reason eg illness or holiday. In cases of prolonged absence parents/guardians should consult the committee regarding fee payment.

Fees continue to be payable in the event of the pre-school being closed due to circumstances beyond our control ie severe weather, flu pandemic etc.

Parent's/Guardian's signature _____ Date _____

Absence

I agree to contact and provide details to St. Mary's should my child/children be absent from the setting, for whatever reason, on the first day of absence. I will update the preschool periodically as to the likely date of return.

I agree that once my child receives funding from 'Surrey Early Years' and they are absent for any reason I will contact St Mary's, on the first day of absence, and inform them of the reason for absence.

Parent's/Guardian's signature _____ Date _____

Print: _____

Address: _____

Child Name: _____