



TERMS & CONDITIONS FOR ALL PARENT & CHILD SESSIONS

General Terms

Your child's safety and the way they relate to and play with other children, are your responsibility at all times whilst on school premises and throughout each session. A list of possible hazards around the school are listed on the information sheet – please familiarise yourself with these and ensure you supervise your child(ren) appropriately.

For child protection reasons, access to the kindergarten garden is only permitted when the kindergarten children are inside. When the kindergarten children enter the garden, please return to the Toddler Hut garden space.

The Toddler Hut will, as far as possible, be nut and seed free (including nut and seed oils such as sesame seed oil). However, products containing sunflower oil are permitted. Please ensure that any food you bring in does not include nuts, seeds, or seed oils as ingredients (except sunflower oil). It is your responsibility to notify the group leader if you have any dietary conditions that we should be aware of.

Bookings and Cancellations

Bookings are not confirmed until you have submitted a completed application form, and advised us after your initial first free session that you wish to commit to the full block. In the absence of these conditions, we reserve the right to offer the space to another family.

Parent & Child sessions are block booked on a termly basis (or pro-rata if you join midway through a block). Parent & Child Classes are non-refundable and there are no make-ups for missed sessions.

If you find you are unable to attend one of our sessions, you may send someone in your place – if possible please let us know about this.

Holidays

If you wish to take a holiday during the term, you will still be charged for the full term. You will then retain your place in the group for that term.

Automatic Re-booking

Demand for parent & child places is high; to effectively manage our availability we operate an automatic re-booking process. This means that once you have a space, we will automatically re-book it for you for the next term.

Three weeks prior to the end of each term we will email you details of the following term. This email will contain information about term start and finish dates, any school closures, the price for the block, and deadline dates.



If you want to change session, or stop attending altogether, you must advise us by email before the deadline (2 weeks before the end of term). Failure to provide less than 2 weeks' notice may mean you are still liable for payment of the following block. Exceptions may be made in cases where you are waiting to hear regarding availability in playgroup or kindergarten.

Data Protection and the use of personal data

As a user of personal data the Edinburgh Steiner School is registered under the Data Protection Act 1998, which includes maintaining child/parent records for administration purposes by the School; the information held is provided by parents themselves on the application forms. The School also maintains data on your records to contact you and to keep you informed about the Edinburgh Steiner School via its weekly newsletter. Your signature overleaf indicates your consent to the Edinburgh Steiner School processing your personal data in accordance with the School's registration under the Data Protection Act 1998.

Payment

Payment is due in full following your free taster session. Payment is made through Parent Pay, linked on the School's Early Years section of the website here:

Full information: <https://www.edinburghsteinerschool.org.uk/parent-child-group/>

Payment link: <http://bit.ly/EdinburghSteinerSchoolShop>

If starting midway through term, select the 'rest of term' option.

If you have any questions regarding your payment, please contact Accounts directly at accounts@edinburghsteinerschool.org.uk.

Parent & Child Group

For all correspondence with the Parent & Child leader, the email address is: toddlers@edinburghsteinerschool.org.uk

Early Years



Baby Group • Parent & Child • Playgroup • Kindergarten