



Parent/Carer Agreement

1. Group policies are available for parents to read. A list of policies is available on our website and in the setting. Key Policies can also be found in our Welcome Pack.
2. The group will pass information to parents/carers via notice board, newsletters and letters on a regular basis.
3. Details and information about activities are available on our website and our Planning Notice Board.
4. The group will undertake to give regular information via Reports and Settling In sheets one a term and any concerns can be discussed with the child's Key Worker.
5. Fees must be paid within two weeks of receipt of our invoice unless an alternative arrangement had been agreed with the setting. Fees will be calculated on a half termly basis and invoices issued. Unpaid fees may result in a child being excluded from the group. The situation can be discussed with the pre-school leader or chairperson if fees are unpaid. Please see our Fees Policy.
6. Parents/Carers are asked to support the group by joining the committee, supporting fundraising events and to volunteer for the Parent Rota.
7. Parents/Carers are asked to be supportive of the management group and staff.
8. Children should be collected promptly at the end of the session. Please see our Fees Policy.
9. Children will not be allowed to leave the setting unless accompanied by their parent/carers or nominated adult.
10. A collection book is available should you need to nominate a person to collect your child on a one off basis. Staff should also be informed verbally or in writing. No child will be allowed to leave the premises with any unknown person.
11. If necessary, Parents/Carers are required to send their child in with wipes, pull-ups, change of clothes etc in case they are needed. These should be put in a named bag. Soiled items will be returned in a bag at the end of the session.
12. Parents/Carers are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Anti-social behaviour could result in the adult concerned being barred from the setting.
13. Persistent disruptive behaviour by a child will result in the incident(s) being recorded, reviewed by staff and an action plan developed, after discussion with parents/carers.



14. Any problems, which cannot be satisfactorily resolved between parents and staff, will be referred to the management committee, in line with the group's complaints procedure.
15. All staff, committee members, parent helpers, students and volunteers are aware of the need to maintain confidentiality about any matters concerning children and their families.
16. Records will be kept containing details about the child, including relevant health, religious and diet information, parent/carer emergency contact details and any appropriate signed consent forms. It is a parent's responsibility to update the relevant information as and when necessary i.e. Contact details, new medication etc. It is particularly important to inform the pre-school if any medication has been given before coming into pre-school. Parents have access to all written records regarding their child.
17. Administrative records will be stored according to Data Protection requirements, Learning Journeys will be passed on to the Parents/Carers when the child leaves the Group. Observation records and other pertinent information will be forwarded to the school the child moves on to, as required.
18. I give permission for the staff to deal with any intimate care issues concerning my child.
19. If your child has been sick, we ask that you keep them at home until 48 hours after the last time they have been sick. For other illnesses please contact us for information.
20. Parents are asked to inform staff if a child comes into pre-school with any injuries, bumps or bruises. A pre-incident form will need to be completed before you leave your child.
21. If your child does not attend Pre-school for two weeks, without any explanation given, your child's place may be forfeited.

Signed:..... Print Name:.....

Child's name:..... Date:.....