

Pool Pre-School Group-Parent Contract



1) Hours of Operation.

Monday to Friday 8.45am till 3.30pm. Drop off times are 8.45am, 11.45am or 12.30pm and pick up times 11.45am, 12.30pm or 3.30pm.

Pre-School operates during term time only and closes for 5 training days in line with Pool C of E School.

In the event of Pre-School needing to close during normal operating hours, the manager will notify parents as soon as possible.

2) Fees

Bills are issued half-terminly with flexible payment options, it is desired that fees are payed in advance. You can pay either by cash, vouchers or debit transfer. **NONE PAYMENT OF FEES COULD RESULT IN LIMITED ATTENDANCE FOR YOU CHILD (hour's not exceeding free entitlement).**

Temporary extra sessions may be booked (subject to availability) but must be paid for in advance.

3) Termination and/or notice period for changes

If you wish to terminate your contract with Pool Pre-School Group, it is required that you give a notice period of 2 weeks in writing. All fees must be paid up to date by this time.

Parents may end this contract if Pool Pre-School Group breach any of our obligations to you and we are unable to resolve your issues within a reasonable time.

If parents require to make changes to their child's sessions a notice period of 2 weeks is required (subject to availability).

In the event of none payment of fees, Pre-School has the right to terminate your contract if all reasonable steps have been taken to recoup outstanding costs.

The setting will consider withdrawing a child's place if their parent/carers behaviour is found to be physically or verbally abuse towards staff or other parents. *(See 'Promoting Positive Behaviour Policy' for full description of Challenging unwanted behaviour from adults in the setting).*

4) Late Collection

It is the responsibility of parents to collect their child on time or make suitable alternative arrangements. Pre-School arranges staff to cover normal working hours and late collection of children may result in additional staffing costs.

A late collection fee will apply to parents who are late to collect their child. Parents must (if possible) notify the setting to inform staff of their intention to arrive late and/ or alternative arrangements they have made for the collection of their child.

Please note that a fee of £15 will apply for the first 15 minutes plus £5 for every additional 15 minutes thereafter. *(Staff will follow the procedures as outlined in policy 1.4- Uncollected children).*

5) Health and Medical

Parents are expected to notify the setting if their child is unable to attend due to illness.

Your child must be kept at home for **48 hours AFTER the last bout** of diarrhoea and/or vomiting. *(In accordance with guidelines from Environmental Health).*

If your child has a temperature they must be kept at home until their temperature has returned to normal for a period of **24 hours WITHOUT the use of any medication.**

If your child has started a course of antibiotics, they must be kept home for at least **48 hours after** starting this medication to make sure that it has started working to prevent the spread of infection and as a precaution in case the child has a reaction to the medication.

Staff can only administer medication which is prescribed by the doctor and presented in its original packaging. Medication must be handed to your child's keyperson *(or other member of staff if not available)* and parents must complete the relevant information in the Medication Record Book giving consent for staff to administer medication. Medication will be locked in the medicine cabinet or stored in a fridge if needed *(Out of the reach of children).*

If your child becomes unwell during the Pre-School session, parents will be contacted and are expected to make arrangements to collect their child at the earliest possible convenience. **Please note that it is the responsibility of the parent to provide the setting with up to date contact information.**

6) Food and Dietary Requirements.

Parents are expected to provide a healthy balanced packed lunch *(Please refer to the packed lunch policy for guidance).* A file containing lunch menu ideas which take into account multicultural and diet sensitive options is available to parents on request.

Healthy snacks and drinks are provided by the setting without additional costs, milk and water are provided at snack times, fresh drinking water is available throughout the day.

It is the responsibility of the parent to notify staff about any allergies/ dietary requirements. Staff are mindful of children's dietary needs and take every step to ensure the risk of cross contamination is minimised. The Food Standards Agency *14 Allergens Poster* is displayed in the snack area as a reference guide.

7) Safeguarding

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from harm in all areas of our service delivery.

Parents/carers and staff must not discuss details pertaining to their own or other children and the Pre-School on any social networking site. Privacy for children is essential, images taken from your child's profile must not be shared online.

If parents have any concerns regarding a child in the care of Pool Pre-School Group, it is their responsibility to share any information with the designated safeguarding officer (Currently Mrs Vikky Campbell). Information shared will remain confidential between the safeguarding officer and any other professionals as appropriate.

Safeguarding children, young people and vulnerable adult's policy is displayed on the parent's notice board with contact details for Leeds Safeguarding Children's Board and Local Authority Designated Officers (LADO).

8) Obligations of the Parent

You Will:

- Complete and return any admission forms and keep staff up to date with any changes to contact details, allergy/health information, GP details and changes which may affect your child e.g. bereavement, divorce, new baby.
- If your child is still wearing nappies, provide sufficient nappies, wipes and disposal bags to last for the duration of the session. Additional charges may occur if the setting has to provide these.

- Parents must name all of their child's belongings, e.g. jumpers, bags, coats, hat and gloves. If children bring a toy from home the setting does not accept responsibility if it is lost or broken.
- Send your child appropriately dressed for the session, children play outside in all but adverse weather conditions and take part in lots of activities, some of which are messy. *(Staff will take every step to encourage children to wear aprons during messy activities).*
- Provide a sun hat and sun cream for your child during summer months, it is preferred that parents apply full day protection cream prior to the child attending each day however if this is not suitable cream for your child staff will reapply cream. Cream must clearly have your child's name written on, staff will not apply cream to your child if it is not named.
- Parents must not use their mobile phones in the setting. If parents need to make or receive an urgent call staff will direct parents to a designated area to do so.
- Pool Pre-School is a no smoking zone, parents must extinguish cigarettes responsibly before entering the grounds of Pool C of E School.
- Parents are expected to contribute to their child's profiles and progress summaries, if you require help with this please speak to your child's keyperson.
- Notify the setting if your child is absent for any reason.

9) Obligations of the setting

We Will:

- Inform parents of any changes to policies or procedures. A full list of policies is displayed on the parent's notice board and policies can be viewed on the Pre-School website.
- Comply with the Early Years Foundation Stage Statutory Framework
- Complete safety checks and risk assessment to ensure equipment is safe for use and fit for purpose.
- Report any instances where we consider that a child may have been neglected or abused to the relevant authorities, we may do so without your consent and/or without informing you if we feel that the child is at significant risk.
- Pre-School will undertake and maintain insurances as required by law, copies of the current 'Employers Liability Insurance' and 'Public Liability Insurance' are displayed on the parent's notice board.
- We will treat information regarding children and their families confidentially.
- Provide an educational experience which is tailored to children's individual needs and ensure that they reach their full potential by the time they move onto the next stage of their learning journey

Parents and staff must adhere to the terms and conditions of the Parental Contract and the Policies and Procedures of the setting. Any queries about them should be raised with the Pre-School Manager (Vicky Campbell) or Chair Person of the Pre-School Committee (Carol Lister)



Please sign the slip below. *(failure to do so may delay your child starting Pre-School).*

I have read and agree to the terms and conditions of the Pool Pre-School Group Parent Contract.

Signed

Print.....

Parent of.....

Date.....