



PARENT/PRE-SCHOOL AGREEMENT

We believe that children benefit most from early years' education and care when parents and settings work together in partnership.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting.

The Pre-School agrees to:

- Inform all parents about how the setting is run through its policies and procedures, and through regular informal communication.
- Encourage and support parents to play an active part in the governance and management of the setting.
- Inform all parents on a regular basis about their children's progress.
- Encourage parents to be involved in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's developmental records.
- Provide opportunities for all parents to contribute their own skills, knowledge and interests to the activities of the setting.
- Provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.
- Educate and care for each and every child to the best of our ability, following the early years' foundation stage and our own tailored curriculum.

On registration, I, as the child's parent / guardian, understand and agree to:

- Familiarize myself with, and abide by, the policies and procedures of the pre-school.
- Pay all fees that are due, in advance, according to my payment plan as below, and understand that failure to do so will result in the termination of my child's place at the pre-school, and legal action being taken.
- That families will automatically be opted into the consumables charge unless they qualify for Early Years Pupil Premium. This charge along with hourly fees are subject to annual review.
- Complete EYE funding forms on a termly basis if my child is claiming the grant funding payment for up to 15/30 hours per week of early years education.
- Pay the fees even if my child is absent from pre-school due to illness, holiday, etc, in order to retain my child's place.
- Notify the pre-school if my child is absent, giving the reason for his / her absence. I understand that failure to attend for two calendar working weeks, without notifying the pre-school, will result in my child's place being reallocated to children on the waiting list.
- Abide by the two-week term-time written notice period if I decide to withdraw my child from the pre-school, and to pay for this notice period in advance with the written notification.
- Share any information that I consider necessary to ensure the welfare of my child.

- Hand any prescribed medicine that my child needs administered during pre-school hours, to a member of staff, in its original container (showing my child's name, the dosage, the name of the medicine, the side effects sheet etc.) I understand that medication must not be left in children's bags or lunchboxes, and that only prescribed medicines can be administered at pre-school.
- Keep my child at home if he / she has had vomiting or diarrhoea until 48 hours after the last bout.
- Notify the pre-school if my child contracts any communicable illness.
- Authorise staff to seek whatever emergency medical assistance is deemed necessary for the protection of my child while he / she is in the pre-school's care. I understand that this may include contacting the GP and / or the ambulance service, and implementing their instructions, and the transporting of my child to hospital for appropriate medical care. I understand that in these circumstances, every effort will be made to contact me, and then other named guardians, as soon as possible. My child's information sheet will accompany my child to the hospital.
- Ensure that all records that the pre-school holds for me and my child are kept up to date, and that the pre-school is informed if there are any changes; particularly of contact details.
- Ensure that my child is fetched punctually at the end of his / her pre-school session, and to notify the pre-school if someone else is to pick up my child. I understand that anyone fetching my child on my behalf must be over 16 years of age and they must know my password and have suitable identification on them.
- Provide a healthy lunch for my child if they are staying at pre-school for lunch.

Agreed Payment Plan

All fees are payable in advance

- All fees for _____ (*child's name*) will be paid in advance, on the first day of
- each ... Week / Month / Half-Term / Term (*circle appropriate time period*).
- Fees will be paid by ... Cash / Direct Debit / Online bank transfer / Childcare Vouchers - _____
- (*Name of Voucher Company*)
- My child's hours are funded and my child's code is _____
- My National Insurance Number for checking funding codes is _____

I, the undersigned, have carefully read and understand this agreement between Castle Hill Pre-School and myself, and will abide by the conditions therein.

Signed (Parent/Guardian) Date

Name

Signed (Pre-school Manager / Deputy Manager) Date