



## Parental Agreements

Partnership between the childcare provider and staff working with parents and carers to meet the needs of the children, both individually and as a group.

### **Information given to parents:**

The Little Pennies Pre-School is open Monday - Thursday 8.45am - 2.45pm and Fridays 8.45am - 11.45am, to children between the ages of two and five and has written policies and procedures available for inspection by the parents.

- The group will pass information to parents via a notice board, letters, personal contact, etc. on a regular basis and prompt action will be taken if any concerns are raised.
- Information about activities is provided weekly, more information is available on request.
- Fees are payable at the beginning of half term and if payment is not received within two weeks, the committee will ask for complete payment and the child may be excluded from the group until payment is received. In cases of hardship parents are advised to discuss the situation in confidence with the chair of the board of trustees.
- Parents are encouraged to participate on the board of trustees or as a volunteer (if appropriate).
- All parents/guardians of children using the group are requested to be supportive to the supervisor and the management group.
- Children should be collected promptly at the end of a session.
- Children are not allowed to leave the setting, unless accompanied by their parents/guardian or nominated other adult.
- If a parent/guardian is unable to collect his/her child/children, they must inform the Manager of the nominated other responsible adult. No child will be allowed to leave the premises with person or persons unknown.
- Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their children being excluded from the group.
- Persistent disruptive behaviour by a child, which constantly affects the needs of other children in the group, would result in the incident(s) being discussed with parents/carer, reviewed and an action plan developed. In extreme circumstances the child may be excluded from the group.
- Any questions, concern or complaint should be made to the Manager in the first instance. Any problems which cannot be satisfactorily resolved between parents

and staff may be referred to the management committee, in line with the organisations complaints procedure.

- All staff are aware of the need to maintain confidentiality about matters concerning families and children. Please see our Confidentiality Policy and Privacy Notice.
- Records will be kept containing details about the child, including relevant health, religion and diet information, parents and /or emergency contact details, child protection records if applicable and any appropriate signed consent forms. It is the Parent's responsibility to update the relevant information as and when necessary i.e. contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.) Parents have access to all written records about their child/children.
- In the case of an emergency The Little Pennies Pre-School reserves the right to remove a child to hospital without obtaining parental consent.
- Information regarding a child may be shared with other parties on occasion eg. Health Visitors, Early Years Professionals, other settings that a child may attend etc. Parental permission for this would first be sought except in safeguarding cases where the pre-school may report relevant information to authorities without consent if we consider a child may have been abused or neglected. Please see our Information Sharing Policy & Privacy Notice.
- We will pass any records drawn up by us in respect of a child to any Pre-school /School that a child moves on to, providing that the child's parents have given their consent. Please see our Transfer of records policy.
- Parents/carers have a responsibility to read our policies and procedures either online or in the operational policy folder within the setting.
- Six weeks notice shall be given if a parent/carer wishes to reduce the number of sessions or withdraw their child from the setting. If notice is not given, parents will still be liable for the fees incurred.
- The setting has extensive insurance cover, full details can be available on request.
- Whilst every reasonable effort is made to protect children's property, the pre-school cannot be held responsible for any loss or damage incurred. It is the parent's responsibility to clearly label all items of clothing and we suggest that toys and other items are left at home.
- We reserve the right to administer basic first aid treatment when required and will administer prescribed medicines with written parental consent. If your child is suffering from a communicable illness, they should not be brought into the pre-school until the infection has cleared. We ask that parents telephone the setting at the beginning of a session to notify staff of a child's absence due to illness.
- Fees will not be refunded or waived for absence through sickness or holidays.

- Photographs are taken in the setting which are used in the children’s Learning Journeys, following parental permission. Please be aware that a child’s photo or name would not be used in any promotional material without parental permission being sought.

Social Networking – Parents may only upload images taken of their own children to social networking sites. Parents must also ensure that they do not mention the setting, members of staff, other children who attend the setting or their families or committee members on social networking sites.

We record and share information about children and their families in line with the principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice.

**The pre-school policies and procedures can be found on our website:  
[www.thelittlepennies.co.uk](http://www.thelittlepennies.co.uk)**

I have read the parental partnership agreement and acknowledge the information.

Signed .....

Name .....

Date .....

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)