

SUTTON ON THE HILL PRESCHOOL

PARENT/CARER/GUARDIAN - PROVIDER AGREEMENT

As a Parent/Carer/Guardian you accept and agree to:

1. Drop your child (children) off at the specified times and no earlier. There will be no-one to care for your child (children) prior to the 9am or 12pm start times as all staff are busy preparing for the day ahead. Please note that there is no insurance prior to 9am.
2. Collect your child (children) on time 12pm or 3pm. If for any reason you are delayed (i.e. traffic), you must call the main Preschool number and advise them of your delay. In order for us to cover additional staff costs you will be charged £5 for every 15 minutes after collection time.
3. Ensure your child (children) have had sufficient breakfast (have a suitable packed lunch if the afternoon session / all day attendance) and suitable amounts of fluid prior to dropping your child (children) off at Preschool.
4. Ensure your child (children) is wearing suitable clothing for the activities planned for that session and the forecasted weather. Extra clothes and footwear (wellington boots) must be provided to get changed into and out of for Forest Schools, as this is part of the Forest Schools learning experience/development programme. Extra clothes must be provided for children who are going through toilet training, along with nappies and wipes. Suitably warm coats must be provided, and hats and gloves in colder months.
5. Inform Jan (Preschool Acting Manager) if your child (children) has suffered any kind of injury out of Preschool, so that this can be recorded and monitored during that session for their own safety (i.e. a bump to the head), looking out for any side effects and managing any pain. A document will be need to be signed by you as confirmation that the injury occurred outside of Preschool.
6. If your child (children) is sick you must call or text Preschool to advise them that your child (children) is not attending Preschool due to illness. This is a mandatory requirement, you must inform Preschool about non-attendance and the reasons for this.
7. Inform Jan (Preschool Acting Manager) of any illness the child has or may still be suffering with (i.e. has complained of a headache) so that this can be monitored and acted upon if needed. Please note that if your child (children) has had sickness or diarrhoea they must not/cannot attend Preschool for at least 48 hours after the last episode. Please refer to the list of excludable illnesses for further details – see Jan if you are unsure.
8. Get involved in Preschool and extra-curricular activities, including fundraisers in order to assist and drive your child's enjoyment and achievement, while supporting the establishment and sustainment of the Preschool for the future.
9. Attend Preschool Committee meetings accordingly, in order to understand the operation of the Preschool and have input in its operation, sharing best practice, values and ideas. It is a evidenced fact that children learn and develop better when there is direct involvement of parents in the educational / care establishment.
10. Advise Preschool of any holidays for the child (children), so we are able to plan around children numbers. This is a mandatory requirement.
11. Pay all due fees upfront and in full, upon 7-days of receipt of your invoice. Fees are payable on a half-termly basis at the beginning of each half-term. Invoices will normally be issued within the first 2-weeks of the half-term. Failure to pay fees, may lead to the removal of the place for your child (children), and your child (children) no longer being able to attend Preschool. Please see Mandy if you have any issues regarding fees.
12. Give a reasonable notice period of leave, which is set as at least 4 weeks notice, in writing if your child (children) is to leave preschool. Unfortunately, failure to give the suitable notice in writing could lead to us having to inform the local safeguarding authority of a child (children) suddenly leaving the establishment in order for us to meet our duty of care in ensuring the safeguarding of the child (children).
13. You must continue to pay fees during the 4 weeks notice period of leave. This reasonable request applies to both fee paying and funded places. Derbyshire County Council do not cover the cost of a notice period, so we advise parents/carers to account for this. An average of your

child's (children) sessions over the previous 4 weeks will be taken and this amount will be what is charged to you during the 4 weeks notice period, whether your child takes up the sessions or not.

14. If preschool has to close temporarily due to unforeseen circumstances out of our control (such as a polling day or hazardous weather) children who are fee paying (not council funded) for that day(s) of closure will be offered an alternative session(s) in replacement. This alternative will be offered by Jan (preschool acting manager) or Mandy (deputy manager) and will only be able to be offered where staff/children ratios allow it. Those with funded sessions will not be offered an alternative as Derbyshire County Council will pay the funded positions for such circumstances.

As your Provider we agree to:

1. Provide your child (children) with a safe and secure play and learning environment between the hours of operation of the Preschool as detailed above.
2. Ensure your child's (children's) safety at all times, and always do our up most to ensure the safe behaviour and activity of all children at Preschool.
3. Provide your child (children) with a fun and enjoyable learning environment, while balancing the needs of the Early Year's Educational Framework.
4. Ensure all activities and operations are in accordance with safeguarding, Ofsted and Early Years Foundation frameworks and regulations.
5. Provide learning and operations which meet, and exceed where possible, Ofsted guidance and regulations.
6. Provide a variety of learning activities, including, but not limited to; physical activities, mathematical/numerical activities, language, speech and reading activities, technology activities, interactive activities, independent learning activities and social activities.
7. Record your child's (children's) development/progression and report this back to you on a regular and interactive basis.
8. Advise you of any concerns relating to your child's (children's) health or wellbeing which has been recorded or observed during time at Preschool.
9. Ensure the inclusion of every child at Preschool, irrespective of age, ability, gender, race, religion, background or any other individual characteristic. Sutton on the Hill is a fully inclusive Preschool and we pride ourselves on recognising and nurturing diversity.
10. Constantly review all of our practices to ensure that they are current, relevant, appropriate and effective.
11. Follow all policies and procedures put in place to ensure the safety, wellbeing and health of your child (children), including but not limited to; administering first aid (by trained individuals), advising you immediately of any concerns or incidents, contacting emergency services if necessary, seeking immediate medical/professional advice if felt appropriate, and ensuring you are kept fully informed at all times.
12. Encourage independence and social skills at every opportunity, while nurturing and developing confidence, and recognising additional needs and support requirements.
13. Work with 3rd parties where necessary, if we have concerns about wellbeing or safety, including, but not limited to; Starting Point, local authority, Preschool Alliance, Ofsted, the Police and other relevant 3rd parties.
14. Ensure the confidentiality of yours and your child's (children's) data – such as name, address, age etc., only processing this information where necessary for the operation of the Preschool and effective care and development of your child (children).