

Thanet Early Years Project

Dear Parent/Carer

On behalf of **Hand in Hand Nursery**, we would like to welcome you and to our setting!

We hope that together, we can make time here happy, purposeful and secure. It is our aim to meet all children's educational and welfare needs through a carefully planned curriculum. In order that we can work together in partnership, we ask that you sign up to the following agreement. We undertake to make every effort to abide by its terms and ask that you do the same.

Hand in Hand Nursery	
PARENTS IN PARTNERSHIP AGREEMENT	
We, the staff at Hand in Hand Nursery undertake to:	Parents/Carers Agree To:
<p>Make sure that all parents / carers are fully aware of the exact fees to be paid, methods of payment and dates when payment should be made before their child starts at the setting.</p> <p>Where fees are not paid on time and after one week has elapsed without payment, the setting Manager reserves the right to reduce a child's wraparound hours to those that are solely Free Early Education (FEE). This includes 2, 3 & 4 year old funding.</p> <p>Where places are paid for solely by the parent/carers, TEYP reserve the right to suspend or cancel the child's hours at the setting with immediate effect.</p> <p>Unfortunately, hours cannot be held open and therefore suspended paid hours are potentially at risk. The reinstatement of wrap around hours is at the Managers discretion.</p> <p>If hours are reinstated and you fail to keep your fee payments in advance, your child's hours will either remain as FEE only hours or will be terminated indefinitely and your child's place at nursery cancelled. This will be put into place after two missed payments.</p>	<p>Pay fees on time and one week in advance as required and sign the fee sheet.</p> <p>The nursery reserving the right to change or amend hours/sessions as appropriate should your child's pattern of attendance be detrimental to your child's wellbeing.</p> <p>Agree to keep to the Fees and Pricing Policy.</p>
Process any change to hours/sessions with a minimum of two weeks' notice	Give at least two weeks' notice of any change to hours/sessions
Allow for a settling time. The length of time required for this will be tailored to the individual child's needs. However, we would expect a minimum of 3 sessions to take place.	Attend nursery with their child during this settling in time until your child is happy to be left.
Maintain a daily register of attendance and record	Inform us as soon as possible and certainly within 48

reasons for absences.	hours of any reasons for your child's absence.
Email a number of written policies to you for you to access at any time	Read these policies and/or request hard copies of or information about these policies if required.
Not allow anyone except you or a person aged 16 years or older authorised by you, to take your child home.	Inform us if you are not able to collect your child and tell us who will do so on your behalf.
Keep you informed of nursery fees and provide at least 1 months' notice where fees increase	Pay ALL nursery fees at least 1 week in advance. The first payment to be paid in the settling in period.
Accept two weeks' notice giving up your child's place at nursery.	Give two weeks' notice to cancel your child's place in the nursery and ensure all outstanding fees are paid in full.
Organise visits in and around the local area – we will aim to ensure you are given sufficient notice when these visits are planned and will give you full information.	Provide written authorisation to go on visits in the local area.
Keep up to date emergency contact details for your child, should you be unavailable.	Provide contact names and telephone numbers of all people that can be contacted in the case of your child being sick or an emergency and inform us immediately of any changes to these authorised adults.
Administer medication prescribed by the GP or hospital.	<p>Provide us with written authorisation to administer medication and ensure all medication is retained in its original bottle.</p> <p>Where children have been prescribed antibiotics, parents/carers are asked to administer the first dose, then the child may return to the setting.</p> <p>The administration of Calpol is at the managers discretion, should the manager agree to give Calpol, this will not be given until 4 hour after the child has arrive at the setting, this is to ensure children are not overdosed due to time discrepancies, e.g. children not having more than one dose within 4 hours.</p> <p>Please note if your child is having Calpol, please consider if your child should be at nursery, and any sign of a temperature within the 4 hours as above, Calpol will not be administered and they will be sent home.</p> <p>See 'Managing Children who are sick, infectious, Allergies' Policy, read this alongside the 'Medicine' Policy.</p>
Do our best to comfort your child should they become ill during the day and to inform you as soon as is necessary	Keep sick children at home and collect your child promptly should they become ill at nursery (they really need you at this time).
Advise you of any outbreaks of infections, diseases or cases of head lice and comply with all requirements of the Health Protection Agency.	Inform us promptly if your child has contracted an infectious disease or has head lice (this will help us to ensure that this information is passed on to those who need to know and that infection is minimised).
Tell you of any incidents in nursery which may have affected your child during the day (we will often ask you please to sign our records).	Tell us of any significant happenings or incidents at home which may affect your child's behaviour in nursery (this will help us to support your child if needed).
Provide written documents to keep you updated on your child's progress – based on our knowledge of your child and records/observations	Tell us about your own observations and provide comments which can then be added to your child's record (this will help us know your child even better).
Comply with all legislation relating to Inclusion and	Agree to abide by the organisation's Equal Opportunities

Equality of Opportunity. This includes ensuring that each child has an equal opportunity to learn, develop and participate. It also means supporting your child to learn about other cultures and develop respect and tolerance for race and religion. In addition, we will ensure both boys and girls are given the same opportunities in all areas of the curriculum.	and Diversity policy within the setting. Work with us to curb anti-discriminatory and racist behaviour.
Meet all requirements of our regulator Ofsted, ensuring the number of children attending any one session does not exceed the numbers agreed on our registration.	Ensure your child is collected on time to ensure the requirements of the setting's registration are not compromised. In addition, agree that in the event of late collection of your child, you will pay a fine of £15.00 per 15 minutes or part thereof, as detailed in the fees policy.
All staff working with your children have access to online and face to face training to provide the best service possible, and this is reviewed termly.	
Where applicable, work with any funding agencies, such as KCC, Care to Learn, East Kent College in order to raise invoices promptly and reduce the risk of parents incurring unnecessary debts.	Provide details of your funding agency and timetables (where applicable) and any other information as required in order to ensure prompt payment of childcare fees are received.
Ensure your child is supported with toileting matters, including regular nappy changes (where applicable)	Provide a spare change of clothes/underwear and nappies/wipes etc.
Ensure that your child's footwear is suitable or an active day in the Nursery (climbing, skipping, jumping, crawling, balancing, walking up and down steps etc).	Inappropriate shoes can inhibit your child's play and cause accidents. Please, no flip flops, crocs or loose fitting sandals. Please provide footwear that are fastened to their feet with Velcro, laces or straps.
<p>The wearing of jewellery by children in the busy nursery environment can present a potential hazard to both the child wearing the jewellery and the risk such as that of choking-that the jewellery poses to others.</p> <p>We do not recommend loose fitting jewellery such as necklaces and bangles, loose items such as this can snag on other children's clothes and break. They may also pose a strangulation risk.</p> <p>If a child arrives at nursery wearing other forms of jewellery, this will be sensitively pointed out by the key person, and the parent encouraged to remove the items and take them home.</p> <p>If the items are only noticed during the session time they will be removed, put in a safe place and given to the parent/ carer at collection time.</p> <p>ETHNIC AND CULTURAL JEWELLERY: The wearing of ethnic jewellery will be dealt with on an individual basis, through discussion with the parent and key person, and a solution arrived at that is acceptable to both.</p>	Parents /carers to ensure their child wears only small stud earrings to nursery and removes all their child's jewellery before arriving at nursery.

I(Parent/carers name) have read and agree to abide by this agreement and I am satisfied that the nursery will take appropriate action to ensure my child is safe and happy whilst at the nursery.

Signed _____ Date _____

Name of Parent/Carer _____

Signed _____ Date _____

Setting Manager

Parent/Carer to retain a copy for their information.