

Parental Partnership Agreement from the 'Parent Pack'

The Old School Nursery (Shapwick) Ltd and staff working with parents and carers form a partnership to meet the needs of the children, both individually and as a group.

- The Old School Nursery is open 7.45 am - 6.00 pm hours to children between the ages of 3 months - 6 years and has all policies available for inspection by the parents at nursery and is also available online at www.theoldschoolnursery.com. The Policies and Procedures are reviewed and updated annually or as new information dictates.
- There is a code for entry to the Nursery Main Door which is xxxx. The entry code operates between the hours of 0745 - 0900, 1300 - 1400 and 1600 - 1800. Outside of these times please "knock" for entry.
- The Nursery will pass information to parents via notice board, email and letters home on a regular basis and prompt action will be taken if any concerns are raised.
- Nursery details and information about activities are available on request.
- All fees will be paid in advance to the Nursery Manager and are due by the 1st of every month. A late payment will incur a charge of £20.00 and regrettably the child may not be allowed to attend the Nursery until payment has been cleared.
- In the event that a start date is delayed, unless otherwise agreed, fees are due as from the originally agreed start date.
- There is no discount or reduction to fees if a child is unable to attend their usual sessions due to illness, holiday, inclement weather or any other absence. i.e. Payment is made 51 weeks of the year (excluding the Christmas week).
- All parents/guardians of children using the Nursery are requested to be supportive to the Nursery staff and the Manager.
- Parents will ensure prompt and regular attendance as per our Policy.
- Children should be collected promptly at the end of a session or a late charge will be incurred.
- Children are not allowed to leave the Nursery 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 supervisor of the nominated other responsible adult. No child will be allowed to leave the premises with person or persons unknown.
- Any problems that cannot be satisfactorily resolved between parents and staff then the Nursery's complaints procedure may be implemented.
- All staff are aware of the need to maintain confidentiality about matters concerning families and children.
- 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. Parents have access to all written records about their child/children. On occasion staff will take paperwork home to complete including children's development files. They adhere to our strict Confidentiality policy and understand the importance of this when dealing with individual records.
- The nursery operates an open door policy and parents are welcome to attend or visit the setting at any time during the day.
- This agreement is subject to change.

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I have read the parental partnership agreement and acknowledge the information. **Please return this bottom part of form to the Manager.**

Signed: Print Name..... Date: / / 2020

Child's Name.....