



## Parental Contractual Agreement

Our objective is to provide the children within our care with activities which support and extend their knowledge, skills, understanding and confidence. We aim to give them a sound foundation for their future.

We also aim to work with parents to create a safe and caring environment in order that the children have the security and confidence to learn.

To help us to meet these, parents or carers are required to sign the contract below to show their shared commitment.

### Parent Participation

Pre-School is a charity and cannot function unless parents, grandparents or carers are involved in the areas as set out below. Please show your support by indicating your interest:

Helping during session	<input type="checkbox"/>	Joining the Committee	<input type="checkbox"/>
Making and mending equipment	<input type="checkbox"/>	Other, please specify	.....
Helping with fundraising	<input type="checkbox"/>	.....	.....

### Sessions

Session times, lengths and number of sessions offered are subject to change and revision including alterations occurring due to implementation of EYFE requirements.

All afternoon children will be offered two sessions per week. From the term after an afternoon child turns 3 they receive government funding and will be offered 3 sessions per week. Parents/carers are reminded that they can choose to split their funded sessions between 2 placements if they so wish.

Morning children will be offered five sessions per week if available. Our aim is to reduce the waiting list and offer as many children a pre-school education as possible. Again, parents/carers are reminded that they can choose to split their funded sessions between 2 placements if they so wish.

The minimum number of weekly sessions a child can attend with us is three.

Preschool runs for 38 weeks a year.

All children are provided with a healthy snack each day.

### School Uniform

Pre-School uniform consists of a polo shirt and sweatshirt/cardigan (weather dependent). Children wear their own trousers/skirts and shoes.

Uniform is voluntary (once your child is 3 years old and is eligible for funding) but it is advisable to protect their own clothes; so all children are dressed the same and to prepare them for school. Please ensure that all uniform is marked with your child's name. Uniform can be purchased through the preschool website.

Children are required to provide a change of clothes at pre-school which must be marked with the child's name.



### **Fees/Contribution**

The fees for the academic year 2017-2018 are:

£ 3.00	contribution per session. This applies to funded 3/4 year old children (all those starting school the next academic year).
£ 6.00	per hour for 3 / 4 year old morning children who choose to take additional hours to the 15 funded (this includes any afternoon sessions as funded sessions for 3 / 4 year old children are offered Monday - Friday mornings.)
£20.00	per session for 2.5 year old afternoon children not in receipt of funding
£ 3.00	per lunch club session attended (12:00 - 12:30 Monday - Friday)

Fees are payable half-termly and are due on the first session of each half term.

Full fees are payable for bank holidays that fall within term dates.

### Late collection Fees:

If a child is collected more than five minutes after the end of a session a penalty fee of £10 is charged each time.

This is due to the fact that we work to strict ratios and an extra child on the premises will mean that an extra member of staff will have to be in attendance as the next session will have already begun. The pre-school is only insured for 24 children so a child that is collected late means we are in violation of our insurance policy. The fee will be added on to your next bill.

### **Funding:**

Our morning sessions are three hours long and there is a contribution of £3.00 per session. This payment is to cover resources such as safety and hygiene essentials, craft materials, snacks and play equipment which funding does not cover.

We receive the universal 15 hours government funding for children the term after they have their third birthday.

We offer limited sessions for those eligible to receive the +15 hours funding, children will be offered the universal 15 hours funding during our morning sessions Monday - Friday and then in addition to these hours may use their +15 hours to cover afternoon sessions (Monday - Thursday).

Sessions for 2.5 year olds are £20.00 per session. We receive no government funding for these children. Afternoon sessions are two and a half hours long.

Although fees are generally decided annually for the start of a new academic year in September they are subject to revision on a termly basis. Vouchers issued by employers are accepted - for example, Busy Bee's, Sodexo, Accor.

Invoice remittances with any accompanying cheques and/or cash must be handed in to Pre-School in sealed envelopes with the child's name clearly written on it.

Late payment penalties are as follows: One week late, 10% of remaining balance for each week or part of week, thereafter a further 5% compound will be added for two further weeks.

If payment in full is not received within 4 weeks of the first session then the contract will be automatically terminated and your child(ren) will no longer have a place at Pre-School. Monies owed will be pursued through the Small Claims Court. Should parents/carers be faced with financial difficulties then payment plans can be arranged in confidence at the discretion of the Treasurer and Chairperson.



### ***Termination of Placement***

A full term's notice in writing is required to withdraw your child otherwise a full term's fees will be payable in full. Parents/carers of children in receipt of EYFE funding at Pre-School will be liable in FULL for the termly fees as Pre-School will not receive the EYFE from Surrey County Council under these circumstances. Children moving onto full time education at the end of the summer term are exempt from having to give notice.

### ***Unforeseen Closure***

Should Pre-School have to close unexpectedly (for example due to fire or flooding) and be unable to reopen (in current location or an alternative) after more than two weeks then the remainder of the terms fees will be refunded in due course.

Full fees are due in the event of the pre-school having to close for a short-period of up to two weeks. The reasons this may occur are: -

- Snow/adverse weather
- In very exceptional circumstances, if there is a lack of staff (i.e. due to sickness)

### ***Transition to School***

On transition to school all relevant information will be shared with the receiving setting - i.e., Surrey Learning Journey (Ann Locke, IEPs, observations - if applicable).

Signed : ..... Print Name: .....  
Date: ..... Parent/Carer of: .....  
Contact Number: ..... E-Mail Address: .....



## Addlestone Pre-School - Admission Form

Full Name of Child .....

Known as ..... Date of Birth ..... Age on Entry .....

Male / Female ..... Position in Family .....

### Parents / Guardians

Surname .....	Surname .....
Forename .....	Forename .....
Address .....	Address .....
.....	.....
.....	.....
Postcode .....	Postcode .....
Tel No. ....	Tel No. ....
Mobile No. ....	Mobile No. ....
Work No. ....	Work No. ....
E-mail. ....	E-mail. ....

Who has legal contact with the child? - i.e., parents named on the child's Birth Certificate. If there is a restraining order / residency order or any other legal reason why a child cannot be collected by parents named on their child's Birth Certificate, Preschool MUST have a copy of the relevant legal documentation.

Names .....

Who has legal responsibility for the child? - i.e., parents, partners, step-parents, child minder, other family member(s)

Names .....

.....

Which parent/carer does the child usually live with?

.....



Which languages are spoken at home?

.....

Ethnicity (optional) - Please circle as appropriate:

White British

Mixed White and Black Caribbean

Asian or Asian British

Black or Black British

Chinese

Other (please specify).....

**Parents / Guardians Work Places**

Address: .....

.....

.....

Address: .....

.....

.....

Postcode: .....

Postcode: .....

We may need to speak to, or pass on information to, adults who bring in or pick up your child.

Please sign to indicate that you agree to this:

.....

**Emergency Contacts**

Please give details of persons who can be contacted in an emergency if parents are unavailable. Please place them in order in which you wish them to be contacted:

**Contact 1**

**Contact 2**

Full Name .....

Full Name .....

Address .....

Address .....

.....

.....

.....

.....

Postcode .....

Postcode .....

Tel No. ....

Tel No. ....



**Password Form**

Child's Name: .....

Chosen Password: .....

I give permission for my child to be released into the care of the person giving the above password.

Signed : ..... Parent/Carer

Print Name: .....

Date: .....

**Adults Authorised to collect your child**

It is important that Pre-School is informed of anyone besides named parents/carers who are authorised to collect your child. Children will only be released into the care of authorised adults. Collecting adults will be asked for the child's Password. Please complete, sign and date the form below:

Other adults authorised to collect my child:

Name ..... Tel No. ....

Relationship to Child .....

(Please state how related to the child - i.e., friend, family, childminder)

Name ..... Tel No. ....

Relationship to Child .....

(Please state how related to the child - i.e., friend, family, childminder)

I agree to inform Addlestone Pre-School of any changes to the above list.

Signed Parent / Guardian ..... Date .....

*Please note: you will also need to complete a photo identification form, including a picture of all those listed above as authorised to collect.*



**Medical Information**

Child's Full Name .....

Address .....

National Health Number .....

Doctor's Name .....

Address of Doctor's Surgery .....

Surgery Telephone Number .....

Name of Health Visitor .....

Has your child been immunised against:

Diphtheria:      Yes /No      HIBS:      Yes /No      Polio:      Yes / No

Tetanus:      Yes /No      Whooping Cough      Yes /No      MMR:      Yes / No

Has your child had any major illnesses/operations?

.....

Has your child been in hospital recently?

.....

Has your child any on-going health problems?

.....

Addlestone Preschool has a Special Educational Needs & Disability Policy. Please tick as appropriate:

- No special educational need
- Early Help Assessment
- Education Health & Care Plan

Do you have a named social worker? Do you have any other concerns or relevant information that could assist staff in the care of your child?

.....

Please let us know, as soon as possible, if any of the above information changes.

Signed... .. Print Name.....

Date..... Child's Name.....

Contact no..... E-mail .....



*General Information*

Other family members .....

Pets, if any and names .....

Does your child:-

Need to sleep during the day? .....

Have a special toy or comforter? .....

Have a special word for needing to go to the toilet? .....

Deal with his/her own toileting needs? .....

Have any particular fears or dislikes? .....

Mostly use left or right hand? .....

What does your child particularly enjoy doing? .....

What is your child's favourite game? .....

What is your child's favourite book or character? .....

Is there anything that you would like us to know? .....

What languages are spoken at home? .....

Are your child's religion and any festivals celebrated? .....

Has your child had any previous childcare experience? .....

Does your child attend any other pre-school/nursery? If so please give us details:  
.....

Name if know of the infant school that you hope your child will attend  
.....

Occasionally we ask for help from parents in a variety of ways. If you or someone in your family has any particular skills (sewing, carpentry, arts and crafts) or an interest which the children might like to hear about, please give details.  
.....  
.....





### *Key Person System*

As part of the Early Years Foundation Stage we operate a Key Person system.

On entry to Preschool each child is allocated a Key Person (member of staff) who will observe and keep a record of their progress within Pre-School. This record is a confidential document and is only available to the child's parents/carers, and Ofsted on inspection of Preschool. It will be given to you when they leave us and a short report will be handed to your child's school to smooth transition.

You will be told who your child's Key Person is on their first day at Pre-School.

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### *Consent for Photographs*

Photographs are taken of the children whilst they are taking part in Pre-School activities. These photos WILL REMAIN IN PRESCHOOL and may be used as part of a visual diary for parents and children to look at and talk about. Your child's Key Person also uses these photographs as part of their record keeping. These photos may only be taken with your written consent.

Signed Parent / Guardian ..... Date.....

There are also occasions when we may wish to take photographs to use in our literature, send to the local press for fundraising events and PR, or use on our web site. Children are not named when using these pictures. Pictures of your child will only be used with your signed consent.

Signed Parent / Guardian ..... Date.....

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### *Consent for Tapestry Journal*

Addlestone Preschool use Tapestry a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys':

- I agree that I will not publish any of my child's observations, photographs or videos on any social media site.
- I will set a secure password for my child's Learning Journal and only share this with people I wish to have access to the Learning Journal.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I am happy/Not happy for my child to appear in group photographs.
- I understand that my child's name will only appear in their own Learning Journal

I agree to the guidelines, Signed Parent / Guardian ..... Date.....

The email address I would like to link with the account so I have access to my child's Learning Journey is.....

Please make sure this is correct as errors may mean that log-in details are sent to the wrong address, which can pose a security risk.

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**Local Excursion Consent**

Sometimes we find that there is an opportune time for us to take the children out locally, perhaps to the shops or to the park. This depends on the weather and the need to 'grab the moment'. Are you willing for your child to accompany staff for this kind of activity?

**Yes / No** (please circle your response)

Signed Parent / Guardian ..... Date.....

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**Children's Centre Information Sharing**

Have you ever attended a Children's Centre and are you willing for us to share any observations/information that they hold related to your child?

**Yes / No** (please circle your response)

If yes, please state which Children's Centre you have attended.....

Signed Parent / Guardian ..... Date.....



**Permission for Emergency / Operative Treatment**

In an emergency, when a parent’s attendance cannot be immediate, it may be necessary to obtain treatment for a child from a doctor or a casualty department of a hospital. As delay in these circumstances is highly undesirable, we would ask that you give your consent below; in the case that such an emergency should unfortunately arise.

Child’s full name ..... Date of Birth .....

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment, including any operative treatment and / or administration of a general anaesthetic to my child.

Signed Parent / Guardian ..... Date.....

Full Name Parent/Guardian .....

Address .....

Name of General Practitioner .....

Address .....

Tel No. ....

**Data Protection - Privacy Notice**

I agree to let Addlestone Preschool process my personal data for the creation and administration of my child/children’s place at Addlestone Preschool.

We take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations. Our privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it. To read our [Privacy Notice click here](#), visit our website or speak to a member of staff at anytime to see a hard copy.



## Behaviour Management Contract

### Mission Statement

We aim to create a calm, supportive environment where acceptable standards of behaviour are expected from all children.

### Aims

We aim to encourage a sense of responsibility, good social skills and an awareness of what is right and wrong. Staff aim to provide all children with security, confidence, support and a positive, non-threatening environment.

We would hope that parents continue to support the principles of this Behaviour Management Contract at home.

A copy of the Behaviour Management Contract will be given to all families at the beginning of each academic year (September) or when joining Pre-School. The Policy is reviewed yearly. The signed and dated tear-off slip must be returned to Pre-School indicating that the parent/carer has read, understood and will abide by the Policy. Staff are always available to discuss the contents of the Policy should the need arise. The Behaviour Management Policy, together with all other Pre-School Policies, is pinned to Pre-School's notice board and can be referred to at any time.

### Key Rules for children

- We are all friends at Pre-School
- We keep our hands to ourselves
- We use kind words and actions
- We need to use our walking feet in Pre-School
- We need to use our indoor voices when talking to each other
- We need to listen to instructions

### Positive Behaviour Management

All staff will adopt a positive approach to fostering good behaviour by constructive praise where it is due, in turn building self-esteem. In cases of unwanted behaviour we will endeavour to find out why the child behaves as she/he does and identify early warning signs with the aim of defusing situations before they arise.

Sanctions Apply:

- When the child is likely to harm him/herself, other children or staff
- When unkind or inappropriate things are said or done
- When instructions are persistently ignored

Sanctions:

- Missing part of an activity or outside play: The child is given a choice - i.e., "Ethel, you either come out from under the table, or you will stay in at playtime - it's your choice"
- Time out: The child is taken away from the activity/situation and sits with an adult in the main Pre-School area for 2 / 3 / 4 minutes - depending on the age of the child. The adult explains to the child why they are having time out - i.e., "Ethel, you were hitting Bert. You've made him sad. We keep our hands to ourselves". A sand timer is used as a visual indicator for the child. When the sand has gone through the adult reminds the child why they had time out and ends on a positive note: "Use kind hands to play". Parents/carers are informed of time out and why it was given.
- Persistent disobedience, physical or verbal aggression: As above. Chat with parents/carers to find out if there is a reason behind the behaviour. Incidents will be recorded in a book and parents will be asked to sign as an acknowledgement that staff and parents are working together.



If the child's behaviour is unacceptable the member of staff will tell the child why his/her behaviour is unacceptable. Depending on the severity of the incident either a warning will be given - i.e., "Bert, if you hit again we'll talk to Mummy, Daddy, etc.", or the incident will be recorded immediately. At the end of the session a member of staff will show the book to the parent/carer. Books are given to parent/carers discreetly when inappropriate behaviour has occurred.

If there is no improvement over a four week period Pre-School has the right to reduce or offer alternative sessions.

- Serious physical aggression towards children/staff: Parents/carers are called into Pre-School immediately. Staff and parents will try to find a way forward. Ultimately, however, the safety of the child him/herself, other children at Pre-School and staff are priority. If no agreed way forward can be found Pre-School has the right to terminate the child's placement.

It is understood that some children with special educational needs may not understand certain rules of behaviour. Whilst the safety of children is paramount it is the SENCO's responsibility to find alternative ways to manage behaviour which is acceptable to all. Other sanctions may apply which the child can more readily relate to.

### Physical Intervention

The following are situations in which basic physical intervention may be necessary:

- Physical aggression towards children or staff
- Damage to property
- A child is at risk of harming themselves or injuring others
- A child who lies on the floor and needs to be moved in the interests of safety.

### Parental Agreement:

I ..... have read, understood and will abide by Preschool's Behaviour Management Contract.

Signed ..... Dated .....

### Parental Behaviour Policy

We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the Pre-school.

### Expectations:

- That all members of the school community treat each other with respect.
- That adults set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.

Physical attacks and threatening behaviour, abusive or insulting language either verbal or written to staff, governors, parents and carers, children and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises. Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the Chair of Governors.



Please note that all/any incidents of rudeness will be logged with the Chair of the Preschool Committee.

Parental Agreement:

I ..... have read, understood and will abide by Preschool's Parental Behaviour Policy.

Signed ..... Dated .....



## Safeguarding Children Policy

Pre-school's main aim is the welfare and wellbeing of all children within our care. In order to safeguard children we comply with the Surrey Safeguarding Children Board's Manual of Procedures which can be accessed on-line at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)

Pre-school's Designated Safeguarding Lead (DSL) is Rachel Flynn. In the first instance concerns regarding children or adults within Pre-school should be discussed with the DSL. All discussions are STRICTLY CONFIDENTIAL. Any information regarding the welfare of children within our care which is discussed outside Pre-school will result in dismissal.

The Pre-school will obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who:

- Works directly with other children;
- Lives on the premises on which the childcare is provided; and/or
- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

All staff, volunteers and students must declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. Including those of any person they are living with as this may disqualify them by association. This is a legal requirement and non-disclosure could result in immediate dismissal.

Pre-school staff and committee will ensure that the layout of Pre-school will allow constant supervision of all children and will also ensure that responsibilities under the Safeguarding Vulnerable Groups Act 2006 are met.

The DSL will liaise with staff members and parents/carers confidentially regarding any child protection concerns. However, if sharing information may put the child at risk of significant harm we will seek advice from the Surrey Multi Agency Safeguarding Hub (MASH) 0300 470 9100. The DSL will review the Accident/Incident Books and Record of Concern file termly.

Pre-existing injuries in children must be recorded also. This may identify a 'trend' and could be vital. If we feel the child will be at risk of significant harm if allowed to go home with a parent/carer we will seek advice from the Duty Assessment Team (as above).

### *Inappropriate Adult behaviour*

Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the Pre-school will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour ;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Bruising in a child not independently mobile (Any child who is not yet crawling, bottom shuffling, pulling to stand, cruising or walking independently; includes all children under 6 months even if they are rolling, or children with significant disabilities resulting in immobility) should raise suspicion of maltreatment and should result in an immediate referral to Children's Services;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Any reasons to suspect genital mutilation; physical and /or behavioural signs;



- Inappropriate behaviour displayed by other member of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images

Preschool will have regard to the Government's statutory guidance 'Working Together to Safeguard Children'. If there are concerns about a child's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

#### Actions Resulting From Causes for Concern in Children:

Concern might arise through signs of physical abuse, emotional abuse, neglect or sexual abuse.

Whenever worrying changes are observed on arrival at Pre-school or later in a child's behaviour, physical condition or appearance parents/carers will be advised by the DSL of our concern and asked for an explanation (Unless if sharing information may put the child at risk of significant harm).

An accurate record of the concern will be made by staff which will include the name, address and age of the child, together with objective observations (which will be timed, dated and signed by staff) stating the appearance and behaviour and where possible the exact words spoken by the child. Such records will be kept in a separate book and only accessed by the Supervisor, key worker, other staff as appropriate, or Ofsted.

If an unacceptable explanation is given, or concerns continue, the DSL must inform the Surrey Multi Agency Safeguarding Hub (MASH) on 0300 470 1900 giving any necessary information.

Pre-school will take care and effort in order to build a trusting and supportive relationship between families, staff and volunteers within the group.

Where abuse at home is suspected Pre-school will continue to welcome the child and their family while investigations proceed.

Refer, also to 'No Smoking, Alcohol or Drugs Policy' regarding parents/carers under the influence of drugs or drink.

#### Actions Resulting From Allegations of Abuse by Staff

In the event of an allegation of abuse or neglect against a member of staff the Pre-school will act as follows:

- All allegations will be taken seriously and investigated promptly by the DSL.
- If an allegation is made against the DSL, the Supervisor or Deputy Supervisor will take charge of proceedings, working together with Preschool's Chairperson.
- The allegation will be reported to The Complaints Investigations and Enforcement Team at Ofsted (08456 404040) within 14 days. The Local Authority Duty Officer number is 0300 200 1006 and/or 0300 123 1650. Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)
- A record of the allegation will be made, together with statements from adults.
- Staff may seek legal advice, either independently or through a professional association.
- Staff may seek support from the Pre-school Learning Alliance and their legal associates 'Lawcall'.
- Depending on the nature of the allegation, staff or helpers may be suspended until the matter is resolved.
- Pre-school will liaise with and follow the advice of Social Services and Ofsted.

#### Physical Intervention

When a child is endangering him/herself or others physical intervention may be required. (Refer to 'Behaviour Management Policy'). Staff may only use physical intervention as a last resort. At all times it must be the minimal force necessary to prevent injury to the child and/or another person, serious damage to property or serious disruption to the learning of others. Such events will be recorded and signed.

#### Transition to School

On transition to school all relevant information will be shared with the receiving setting – i.e. Surrey Learning Journey (Ann Locke, IEPs, Observations – if applicable).





Please note: other preschool policies are available to view on our website or you can request a hard copy at any time.

## Allergies, food unable to eat & religious beliefs

Child's full name .....

Please give details of any allergies that your child has and the appropriate action to be taken:

.....  
.....  
.....

Please give details of any food(s) that your child is **not allowed** to eat:

.....  
.....  
.....

Please give details of any religious beliefs followed by your child:

.....  
.....  
.....

Please provide any important information about your child that you feel the staff should be aware of:

.....  
.....  
.....

Signed ..... Date .....

Print name: .....