



# **Parent and Kingswood Pre-school partnership agreement**

*(including settling in arrangements)*

**Updated September 2021**

**Settling in** - We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. Our Stay and play sessions (minimum of three) will be our opportunity to discuss your child's individual needs and to formulate an individual plan to settle them into the Pre-school. The basic plan involves a parent or carer staying for two 30 minute sessions in the outside area (weather permitting) then a third one-hour session where the child is left. If the child requires additional settling in sessions this will be arranged by management or the child's key person. Should the child continue to struggle to settle the Preschool may request that the child defers their place until a time they are older.

**What parents can expect from Kingswood preschool and the staff** – Staff will endeavour to support you and your child through all situations that may arise in a professional and sensitive way. We promote open, honest and constructive communication with parents about their child's learning and development. We will strive to offer advice when appropriate or to contact other professionals as needed. We will treat all parents/carers with respect and courtesy when at preschool.

Staff will praise considerate behaviours displayed by your child and support them to develop self-esteem, confidence and independence. We strive to promote a sense of belonging and a feeling of importance within Kingswood Preschool.

Staff will reinforce the Golden rules at Kingswood Pre-school;

- We are kind to each other and share
- We are helpful and work together
- We will listen to each other
- We are friends with everyone
- We can all play together

Parents can expect weekly information about events happening in the preschool via the website or the Kingswood's Facebook page. It is their responsibility to access this information. Parents can expect a weekly overview of their child's week at preschool and additional WOW moments as they happen. Parents can use the Tapestry platform as a tool for open communication between themselves and their child's key person.

- **What Preschool expect from parents** – Parents are expected to treat staff with respect and courtesy at all times. Failure to do so may result in your child losing their place at the preschool. Any arising issues regarding your child, should in the first instance be discussed with your child's key person. If it is felt that this matter is still unresolved, the Manager should be notified by the parent, so it can be dealt with appropriately. In the instance that the Manager is your child's key person, the Deputy Manager or Chair Person should be consulted should you feel the issue is still unresolved.

For matters of safeguarding, the preschool need to be informed of any change of family circumstance (parental separation, police or social services involvement etc). Up to date contact details for family members **MUST** be amended if or when they change in case an emergency situation arises. If a parent is contacted during a session to collect their child the parent **MUST** collect or make arrangements for the child to be collected promptly. On the rare occasion this might happen it is extremely important that you collect your child as soon as possible. Whilst we appreciate this might be difficult, we would ask that you put something in place now so that your child can be collected promptly if this situation should arise.

At Preschool events we ask that parents refrain from uploading or sharing group photos of children during the event on **ANY** social media platforms including What's App groups. Parents will refrain from using their mobile phones while in the preschool. Important calls must be dealt with outside the setting.

Parents will need to provide **All** consumables; **pull ups (NOT NAPPIES), wipes, sun cream and lunch etc** for their child to use while at preschool. To encourage the independence of children who are not yet toilet trained the preschool request that **ALL** children are in **PULL UPS**. This will enable our staff to involve your child in the changing routine, helping to take off shoes and pulling down trousers and the pull ups. We politely ask that children are **ONLY** sent to preschool with pull ups on. Parents that **DO NOT** provide a 'pull up' will be charged **£1** for every pull up that is used from the Preschool stock.

**Dogs on the Preschool site –** we welcome parents/carers who would like to bring their dog when collecting or dropping off a child as long as they are adhering to the expectations set out as follows. **ALL** dogs will remain on a short lead while on the preschool site, closely supervised and fully under control at all times including preventing them from leaping or jumping up at anyone. Parents are asked to hang back from the main doors with their dog as some children are nervous around dogs and this will help to avoid anxiety. **Aggressive dogs or those with a history of aggression, must NOT be brought into the Preschool site.** In the event of any dog foul, it should be removed immediately by the adult responsible for the dog and disposed of accordingly. Any parent who does not adhere to these expectations risks their child losing their place at preschool.

**Payment of fees** – fees not included in funded hours **MUST** be paid within **14 days** of invoice receipt. If there is financial hardship the parent should arrange a payment plan prior to being invoiced by the preschool. This is at the discretion of the Committee and management. If fees are not paid or a payment plan is not agreed this may result in your child's hours being cut to funded hours only or their place at preschool being withdrawn.

**Uncollected child** - Parents are expected to collect their child on time after the session or notify the preschool by phone if they will be late. Repeated late collection may result in a fine or a loss of their place at Kingswood Preschool.

If your child is not collected by the end of the session and no record of an alternative arrangement has been given, the preschool staff will contact the primary carers of the child. If they are unable to make contact with them other nominated adults will then be contacted

to make arrangements for the child to be collected. The child will remain on the premises with two members of staff while contact will continue to be made for 1 hour. Should none of these persons be contactable and every reasonable attempt made to contact care givers or nominated persons we will apply the uncollected child procedures and contact the Local Authority Children’s Social Services care team. The child will remain with the two members of staff until the child is either collected by the parent or Social Services. A full written report of the incident will be recorded in the child’s file and shared with Social Services as necessary

**Healthy lunches** – parents are responsible for providing their child with a healthy and balanced packed lunch. This should contain something savoury (sandwich, wrap, pasta etc). To promote a healthy preschool we do not allow fizzy drinks or sweets. Grapes or other small items should be cut in half as they can be a choking hazard. **We do not allow NUTS or NUT products** (including Nutella) during lunch club due to the risk of allergies. We do not have facilities to refrigerate all the lunch boxes so recommend an ice block to be in the box. For details of sugar swaps and ideas for healthy lunches please visit our parents page on our website.

For a detailed look at any of the relevant policies linked to this agreement please refer to the parent policy folder in reception or visit our website at:

[www.kingswoodpreschoolgroup.co.uk/policies](http://www.kingswoodpreschoolgroup.co.uk/policies)

Signed and agreed by parent/carer	Sign Print	date
Signed and agreed by manager	Sign Print	date