



Cambo Pre-school

Cambo First School
Cambo
Morpeth
Northumberland
NE61 4BE
Tel No. 07887 409641

PRE-SCHOOL CONTRACT

Cambo Pre-school offers supporting services as outlined in our 'Parent Information Booklet'. However, parents are the first and most important educators of their young children. The work of the group cannot be fully effective unless Pre-school and parents work together in the child's interests.

Parents are asked to read and then sign the statement at the end as an expression of this shared commitment.

Punctuality

Pre-school welcomes children at 8.45 am and morning session closes promptly at 11.45 am, afternoon session promptly at 3.00 pm. Please ensure you collect your child on time as failure to do so can cause unnecessary stress for your child. If you may be late, please try to warn both the staff and your child on any occasion when this might happen. Messages can always be left, during session time, on 07887409641.

Please note:

Your child remains as your responsibility before 8.45 am and after you've collected them from our service. Cambo Pre-School insurance may not cover any accidents which occur during these times, e.g., unsupervised usage of outdoor toys and climbing frame.

Fees

All regular sessions must be paid for even if your child does not attend, e.g.

- Session fees are still due for payment in the case of holidays. We also ask that notice is given to staff if a child is to take holiday during session time
- Session fees are still due in the case of sickness.
- If pre-school is unable to open (for example, due to adverse weather conditions) then fees are not payable.

Notice

Four weeks written notice must be given in the case of a child that is to leave our preschool. Fees will be payable for any contracted hours during the remainder of this time if your child leaves early.

In exceptional circumstances, we may agree to reduce the notice period for children leaving preschool or reducing their hours. Please speak to a manager.

Collecting Your Child

If someone other than you is to collect your child, please inform a member of staff. We will not release your child to anyone unauthorised or unfamiliar to us. Messages can always be left, during session time, on 07887409641.

Parents are expected to:

- Ensure that their child is collected on time; this will be either 11.45, 12.45, 15:00 or 18:00.
- Ensure that people collecting their child are aware of the time they are due to collect a child.
- Contact the pre-school when unforeseen circumstances mean they will be late and arrangement to have their child collected must be made immediately.



Late collection charge:

Late collection occurs when a parent arrives to collect their child after 11.45, 12:45, 15:00 17:30 or 18:00 (i.e. 11.46, 12:46 or 15.01 or 18:01). (A satellite clock will be available for confirmation and used to register the time of collection).

On the first occurrence of being late, the lateness will be recorded in a 'Late Collection' form and signed by the member of staff on duty and by another member of staff to witness the time of collection. You will be told by the member of staff on duty that a lateness record has been added.

The 2nd and subsequent occurrences will incur a £5.00 fee for the first 5 minutes late (or part thereof) and a further £5.00 for each subsequent 5 minutes (or part thereof), any late collection fees incurred will be added to your next half term's invoice.

This policy will be implemented for parents and any other people you have authorised to collect your child.

Persistent lateness will be dealt with on an individual basis.

Entrance Door

Our children need to be kept safe at all times. We therefore ask you not to open our doors to anyone. This must be done by a member of staff.

We would like to stress that if you are the last person to leave in the morning, please could you ensure the door is shut when you leave and that the gates to the outside area are **closed by bolting and clipping each gate**.

Sickness

If your child takes ill during the session, we will reassure your child and make them comfortable. If we feel that your child needs to be taken home, we will contact you using the emergency contacts list (given on your child's admission form). Should it be necessary to take your child to hospital, you (or the emergency contact) will be informed of their condition and where they are being taken.

If the emergency portion of the form is signed (admissions form) for emergency procedures then a member of staff will give permission to medical staff to carry out any medical procedures, but only if waiting for your arrival will put your child at risk.

If your child has been sick or had diarrhoea, please wait **48** hours before sending them back to Pre-school. Please let us know if your child is poorly with an infectious disease such as chicken pox etc, this will allow us to let other parents know so they can keep an eye on their own children.

Fire Exits

Fire notices are displayed around the building and within the hall where Pre-school is held. Fire drills are carried out each term and at different times of the day. We have both visual and aural alarms. Please familiarise yourself with fire procedures in case we need to evacuate.

Please note the main fire exit from the hall & Pre-school room is the Pre-school door out into the Preschool outdoor area and up to the top left-hand side of the school yard.

Children's Information Records

All records are kept in Pre-school and are confidential.

If any of your personal circumstances change, please let us know, e.g., email/mobile telephone numbers.

Confidentiality

Staff members are always available to speak with you at the start and end of sessions. However, if you require have a more confidential matter to discuss, appointments can be made with a designated member of staff and a private room used. Please speak to the Manager, or other staff member, if this is a requirement.

Child Protection

Throughout a child's life minor accidents are to be expected, as are changes in behaviour due to a variety of reasons. Whilst staff are trained to expect such occurrences, any unusual, repetitive or sudden changes may give cause for concern.

Any person who has suspicions that a child may have been abused or neglected has a responsibility to the child to refer their concerns to the Social Services Department.

Cambo Pre-school works in conjunction with the guidelines of Northumberland Safeguarding Children Board, and, if there are concerns about any of the children which cannot adequately be explained by parents, a referral will be made to Social Services.

If your child has sustained any injuries or circumstances at home have resulted in a change to their behaviour, it is necessary for you to share this information with your key person or direct to the Manager on arrival at Pre-school.

Parents will be consulted and informed where possible. However, our responsibility is to the child and their well being will always be the first concern.

Any information that is shared with the staff will be dealt with in confidence. Information will be passed to Social Services only when this is considered to be in the best interests of the child.

Staff at Cambo Pre-school are available if you would like to know more about your role in protecting children. Please feel free to ask.

Pre-school Policies

We urge you to read our policies and be familiar with them. Copies of all our policies can accessed on our Website: <http://www.cambo-preschool.com>.

Please read the Health & Safety Policy to ensure we are covering the needs of your child. Please inform your key person of any amendments you require. **PLEASE LET US KNOW IF ANY OF THIS INFORMATION CHANGES.**

If you have any concerns, questions, queries etc., please do not hesitate to contact me.

Johanne & Sarah

Johanne Hodgson & Sarah Sayer
Cambo Wraparound Joint Manager

Having read this contract please sign the declaration below and return to Pre-school.

I have read Cambo Pre-school's contract; I understand it and agree to abide by it.

Signature:	
Date:	
Parent/Guardian of:	