

## SETTINGS COPY



Royal Naval Pre-school Learning Organisation.

Child care / parent setting contract  
Updated January 2021

Royal Naval Pre-school Learning Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all parents, staff and volunteers to share this commitment. We provide early help through support working with local agencies to identify children and families who will benefit and, we undertake assessment of the early help needed and provide targeted services to address those needs.

The Royal Naval Pre-school Learning Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We provide early help through support working with local agencies to identify children and families who will benefit and, we undertake assessment of the early help needed and provide targeted services to address those needs. This may from time to time require parent engagement and permission.

### **Policies / paper work agreement**

I/We are aware that the childcare setting has policies many of which are on the parent's page on the website, copies can also be requested from the setting and that I /we are responsible for reading them.

I / we have read and understood the pre-school policies and completed all of the necessary paperwork regarding my child including proof of date of birth and accept that the group will run in accordance with these.

I /we understand that my child will be unable to start at the childcare setting until all of the relevant paperwork has been completed.

I /We understand that should a safeguarding issue arise information will be shared with our consent.

I /we give permission for staff to insert setting details and a starting date in the child's DCHR (red book).

### **Fees agreement**

I / We will pay in advance weekly/monthly/termly the fees for the amounts owed and at the time specified by the setting.

Fees must be paid promptly any delay on payment will result in your child being refused entry and could result in your child's place being lost.

**If your child is sick full payment of fees is still required.** In extreme or emergency circumstances consideration will take place by the Organisation on whether a retainer fee can be charged.

Parent /carer signature .....

By signing this I have agreed that I have read the above statement and agree to adhere to it for the duration of time my child attends the childcare setting.

### **Punctuality agreement**

I / We will not to be late in collecting my child/children at the end of the session and will warn both the staff and the child on any occasion when this might happen. I / We understand that late collection of my child will incur a fee of £25.00, to cover staff and premises costs.

\*If it is deemed that you are consistently late collecting your child from a session you will be charged £25.00 on each occasion to cover staffing costs. If this remains to be a recurring problem, it will be deemed that the session times you have chosen is unsuitable and we will move your child to another session.

### **Collection of a child agreement**

I/we will ensure that we inform the childcare setting of an appropriate password which will be used by persons other than myself to collect my child/children should any occasion arise, prior notice of this will be given to staff.

I authorise all necessary information of illness, injury or upset regarding my Child /children may be given to all named contacts that collect my child/children on my behalf.

If I am unable to collect my child and the authorised persons is going to collect them, I will inform the setting of this.

### **Illness and Exclusion agreement**

I / We agree not to send my child/ children to the setting if they are clinically unwell. If my child has been sent home from the setting, I will not be returning them for at least **48 hours**, and they are well again.

If my child has prescribed antibiotics, I will not return them to the setting for **48 hours** and will contact the setting prior to attending.

If my child has experienced vomiting or diarrhoea in the setting and they are sent home, I will not return them for **48 hours**.

If my child has experienced vomiting or diarrhoea during the night I will not send them for 48 hours and I /we will inform the setting manager to reduce the risk of spreading the illness to others attending the childcare setting.

I / We understand that the group can refuse entry to a sick or infectious child to minimise the risk of a whole group infection. (Inclusive of staff as well as children.)

Any medication given to your child within 6 hours of attending the setting needs to be notified to the setting staff, and recorded.

**RNPSLO staff will not give any child the first dose of any medication.**

### **\*COVID-19 pandemic**

During the pandemic if my child is unwell, I will not send my child to the setting without first contacting the manager for advice and guidance. RNPSLO understands that there are seasonal illnesses and will advise on the best course of action to take.

If your child becomes unwell whilst attending the childcare setting and we contact you or your emergency contact to collect the child, then this must happen with a 30m minute time frame. We may advise that a COVID-19 test be taken. In which case we will require you to inform the manager of any test result and isolate accordingly.

**IMPORTANT** please call the setting to inform of the child's absence otherwise full payment is required. For holiday booked during term time, notice must be given to the setting 3 weeks prior to the time of absence and the retainer fee will also be charged.

### **Force Majeure (disruption to service)**

In cases of disruption to service RNPSLO will do everything in its power to operate the service where it is safe to do so. However, severe disruptions may require the closure of preschools and nurseries or a reduction in service.

In such cases fees remain payable during the period of closure.

Examples of Force Majeure include but are not limited to extreme weather (including snow and ice ) ,other acts of God or third parties outside of RNPSLO's control including disruptions to highways, public transport, utilities and industrial action.

### **Snow, bad weather and emergency closure.**

We will endeavour to remain open and running as normal, but occasionally situations arise that mean this is not possible, taking into account the health and safety of children, staff and parent/carers both in the setting and travelling to and from the setting.

Snow, bad weather, and emergency closures can mean that settings are closed for periods of time, resulting in funded sessions being missed due to these closures. In such cases fees remain payable during the periods of closure

We will not refund for these unexpected emergency incidents that we simply cannot plan for, as we still pay our staff and running costs remain the same and it is a situation beyond our control. Generally, we do not have the spare capacity to swap sessions and re book missed sessions but if it is possible then we will consider it.

I/we understand and agree to the above statement about fee charges remaining during disruption to services and snow, bad weather and emergency closures.

### **COVID-19**

During the pandemic the setting may be instructed to close for a temporary period following a positive test result within either the staff team or a child attending.

The organisation will endeavour to give parents information and notification of any closures within the earliest time frame possible after receiving guidance and instruction to do so.

Once the setting is safe to open it will do so as quickly as is possible.

Where a temporary closure is **enforced** the organisation could transfer lost funded sessions to another day for funded children if the parent chooses to and for parents who

have paid then the same offer of a transfer of payment to another day or if the parent chooses to a full refund .

### **Parent Participation agreement**

I / We will contribute to the record keeping and information sharing by signing summative assessments, IEPs and other forms relating to my child's development, working with staff to meet my child's needs and interests, personal and social needs, and I / we agree to a copy of the Transitional Document being passed to the next setting.

I/we give consent for the setting to contact the health visitor should you or they have concerns about the child's development.

I / We will inform the setting of any substantial changes to my child's life eg family death, moving house, separation of parents, divorce, deployment of serving family member, return of serving family member etc. and that any contact numbers given will be the most current and up to date.

**If it is found that the numbers are not current your child will be refused entry until these contacts are deemed to be correct**, RNPSLO group staff will from time-to-time spot check contact numbers particularly emergency contacts.

**\* During the current pandemic the importance of emergency contact numbers remains a high priority to hold these numbers within your child's childcare setting in the event that your child has to be collected as soon as possible.**

### **Leaving Jack and Jill's Childcare agreement**

When the time comes for whatever reason (other than moving onto Primary School) for your child to leave Jack and Jill's, **you are required to give 4 weeks notice in writing to the manager**. Your final bill will be calculated to your leaving date, we expect all monies to be paid in full by the date on the invoice. On your child's last day your child's learning journey will be handed to you. Your child will be able to attend their normal sessions in this 4 week notice period.

### **Photograph agreement**

I / We agree to photographs being taken of my child/ children within the childcare setting for learning journals, displays/positive promotional purposes or for training purposes. Your child's photo may appear in another child's learning journey, some settings have digital photo frames to highlight activities that the children are doing and your child's photo may appear on this.

### **Visits out of setting agreement**

I /We consent to my child moving between the setting and the Fire Assembly Point in order to carry our Fire Drills and any other activity deemed necessary by the childcare staff.

I understand that the Ministry of Defence, or their agents, accept no liability for accidental damage or loss of clothing or loss of equipment or of personal belongings. For any accidental injury to my son/daughter unless to proven negligence. No liability can be accepted by the organisers for damage or injury caused by my son/daughter.

I/ We consent for my child to visit various places of interest locally to the setting accompanied by RNPSLO staff, volunteers / students/ work placement persons.

**Healthy Eating agreement**

We are informing you the parents of our healthy eating policy and ask you to provide foods such as sandwiches with a healthy filling, fruit, and milk-based deserts such as yogurt or crème fraiche.

We discourage sweet and fizzy drinks, and products such as sweets.

We actively discourage packed lunch boxes containing largely crisps, and excessive sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort.

Periodically we send out information on healthy eating and a healthy lifestyle.

I / We will provide a healthy packed lunch for my child should they attend the lunch club facility. This will not include fizzy drinks and sweets. I understand that any foods deemed unsuitable will be sent home un-eaten in the child’s lunch box.

**I/We will make every effort to not include nut products.**

I/We agree for preschool staff to apply nappy cream supplied by myself to be put on my child should it be required.

**Funded sessions**

I / we agree to send my child/children to the funded sessions contracted to Plymouth City Council / Cornwall County Council for the sessions that I agree with the manager.

Below is a table which we require you to indicate your choice of funded sessions for your child. Please place a tick against the chosen sessions. Any sessions you choose additional to the funded entitlement will require payment. The supervisor will inform you of the additional costs.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	MORNING	MORNING	MORNING	MORNING
AFTERNOON	AFTERNOON	AFTERNOON	AFTERNOON	AFTERNOON

I / We have read and understood the conditions set out in childcare contract and agree to abide by them. Failure to do so could result in possible refusal of entry.

Signed ..... Parent      date .....

Signed.....Parent      date.....

Signed.....Child care setting date.....

I /We have read and understood the conditions set out in the childcare contract and **disagree with one or a number of the statements**

Please give further details of area of disagreement and speak to the group leader.

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