

## Parents in Partnership Agreement

Everybody here at Little Roos Day Nursery welcomes you. We hope that, together, we can make your child's time here happy, safe and secure. We aim to meet children's educational needs through a carefully planned curriculum. In order that we can work in partnership, we ask you to enter into the following agreement. We undertake to make every effort to abide by its' terms and ask you to do so as well.

### Nursery Staff undertake to:

- Allow for a settling time. The length required for this depends on the individual child.
- Maintain a daily register.
- Not allow anyone except you or a person authorised by you to take your child home.
- Plan a programme of activities to meet your child's individual needs, based on recorded observations and your child's interests.
- Administer medicines prescribed by the doctor.
- Do our best to comfort children who become ill during the day and we will inform you as soon as necessary.
- Advise you of any outbreaks of infections, diseases or cases of headlice.
- Hold regular progress meetings where we provide you with an update on your child's progress – based on our records.
- Implement a policy of Equal opportunities. We help children learn about other cultures and aim to develop their respect and tolerance for race and religion as well as any disabilities. Boys and girls are treated equally and given equal access to all activities and appropriate resources.
- Keep a number of written policies in Nursery including, Safeguarding, Equal Opportunities, Health and Safety and Behaviour Management.
- Welcome feedback both positive and negative if we are to monitor the service we provide effectively.
- Encourage your child to experiment with a variety of materials and be creative. In doing this they may get messy – even though we insist on aprons.
- Encourage children to eat independently according to their individual stage of development.
- Organise visits into the locality. We always advise you when this is planned.

### Parents agree to:

- Attend Nursery with their children during the first settling in session to undertake a baseline.
- Inform us of any absences including holidays.
- Inform us if they cannot collect their child and tell us who will do so. The person collecting will have to tell management the password set by parents.
- Share their children's interests by talking with them about what they are doing.

- Give us the names and telephone numbers of people we can contact in case of sickness or emergency. Remind us of any changes.
- Keep a sick child at home if their child has had a temperature the night before attendance at Nursery and their child at home for 48 hours after the last bout of diarrhoea and/or vomiting to avoid spread of infection.
- If your child becomes ill, collect from Nursery as soon as possible.
- Refrain from giving Calpol (or any other medication) in the morning before attendance at Nursery to help their child get through the day.
- Inform us if their child has contracted an infectious disease or has had headlice.
- Tell us of any significant happenings at home which may affect their child's behaviour at Nursery.
- Tell us about their own observations/events at home and provide comments which can then be built into the planning at Nursery as well as added to their child's records.
- Accept the policy of Equal Opportunities within the Nursery.
- Read and familiarise themselves with the policies and procedures which can be found on our website in the Parents section [www.littleroosdaynursery.co.uk](http://www.littleroosdaynursery.co.uk). Inform staff if they do not understand any information.
- Discuss or write comments on what we are providing whenever they feel they want to.
- Provide sensible and appropriate clothing for busy babies/ toddlers and pre-schoolers.
- Provide nappies and wipes for babies and toddlers and formula milk.
- Support the Nursery with toilet training.
- Agree to not approach Nursery staff to babysit or undertake any voluntary work or paid work.
- Adhere to the signed Terms and Conditions
- Pay fees promptly as per the Terms and Conditions, by the 15<sup>st</sup> of the month. If you are having issues paying the fees on time, please email the Little Roos Business Manager on [kiran.pandya@littleroosdaynursery.co.uk](mailto:kiran.pandya@littleroosdaynursery.co.uk).
- Not demonstrate any aggressive behaviour or any type of abuse, verbal or physical towards staff members.
- Approach the management in a calm and courteous manner, in resolving any matters of concern.

We look forward to a pleasant partnership with you.

**Parent/Carer**

Sign and date .....

Print name .....

**Head of Nursery**

Sign and date .....

Print name .....