

Cambo Pre-School - Contract with Parents/Carers

This document holds important information regarding the safe well being of your child whilst attending Cambo pre-school. Please read it carefully, sign it and return it to pre-school. A copy will be made and a copy given to you. Please keep it safe.

Dropping Off and Collecting your Child

Pre-School is open at 9.00am and closes promptly at 11.30am. A member of staff will be available at the door if you need to speak to them. Please do not arrive before 9.00am, as staff need time to prepare for the session. Please also collect your child promptly at 11.30am, as the room must be cleared for use by the school.

Your child remains as your responsibility before 9.00am and after you collect them at 11.30am. Cambo Pre-School insurance may not cover any accidents which occur during these times. E.g. unsupervised usage of outdoor toys and climbing frame.

If someone other than you is to collect your child please inform a member of staff. We will not release your child to anybody unfamiliar to us. Messages can always be left on 01670 774 210 during session time.

Entrance Door

Our children need to be kept safe at all times. The main doors to school operate on an intercom system. We therefore ask you to not 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 locked when you leave and that the gates are closed.

Sickness

If your child has been sick or had diarrhoea please wait 48 hours before sending them back to pre-school.

Children's Records

All records are held within pre-school and kept confidential. Children can not attend pre-school without them as we need to have all information in case of an emergency.

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 is in the store cupboard.

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 leader, 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.

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.

Cambo pre-school works in conjunction with the guidelines of Northumberland County Council, 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 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 the social services only when this is considered to be in the best interests of the child.

Pre-School Policies

We urge you to read our policies and be familiar with them. A copy can be located next to the notice board. It contains more details on the above areas and other important information, including our admissions and complaints policy.

Please read the copy of our health & safety policy to ensure we are covering the needs of your child. Please sign it, with any amendments you require, and return to your key person.

If you have any queries, concerns or questions please speak to a member of staff.

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Please sign this document and return to school, where a copy will be made and this copy returned to you.

I have read the above information; I understand it and agree to abide by it.

Parent/Guardian of.....

Signed

Date

