



## Alderman Jacobs Pre-school Parent/Provider Contract

### Terms & Conditions

#### Session times & fees

	<b>Morning Session</b>	<b>Afternoon Session</b>	<b>Full Day Session</b>
<b>Monday</b>	8.50 am - 11.50 pm	12.05 pm - 3.05 pm	8.50 am - 3.05 pm
<b>Tuesday</b>	8.50 am - 11.50 pm	12.05 pm - 3.05 pm	8.50 am - 3.05 pm
<b>Wednesday</b>	8.50 am - 11.50 pm	12.05 pm - 3.05 pm	8.50 am - 3.05 pm
<b>Thursday</b>	8.50 am - 11.50 pm	12.05 pm - 3.05 pm	8.50 am - 3.05 pm
<b>Friday</b>	8.50 am - 11.50 pm	12.05 pm - 3.05 pm	8.50 am - 3.05 pm

Term dates are displayed on the website

[www.aldermanjacobs.cambs.sch.uk/News&Events/TermDates](http://www.aldermanjacobs.cambs.sch.uk/News&Events/TermDates)

There is a transparent process for booking places and payment procedures at Alderman Jacobs Pre-school as detailed in the Pre-school Booking and Payment policy. The policy aims to ensure that all parents and carers experience a fair process in booking sessions for their child/ren and are given clear guidelines for paying any pre-school fees for non-funded sessions. The policy provides guidance for notice of leaving or changing sessions.

#### Lunchtimes

Children attending a full day session should bring a lunch in a named lunchbox. Alderman Jacobs School provides guidance for Healthy Lunch boxes and snacks on the Parents page of the website. The Alderman Jacobs Pre-school will provide a mid-morning and mid-afternoon drink and healthy snack to each child. Special dietary needs should be notified to Alderman Jacobs Pre-school in the Admissions form. We are unable to reheat food. We advise that you include a small ice pack in your child/ren's lunchbox, particularly in the warmer months. We must insist that NO nuts, peanut butter, Nutella or cakes/biscuits containing nuts are sent in any lunchbox. There can be severe consequences for a child who is allergic to nuts accidentally eating them or being in close proximity to them and we would appreciate your co-operation with this request.

## **Drop off and Collection**

At the start and end of the session you are required to complete the signing in and out sheet, leaving any comments particularly if there is a change to who will be collecting your child. In case of emergency the Pre-school should be contacted on 01733 202403. Please note that the staff have to be paid for any additional hours resulting from late collection of children. The Pre-school Late collection policy is within the Pre-school Booking and Payment policy.

## **Outside Activities**

Whenever possible, we will be using our outside facilities and equipment. During the summer, please send your child with a sun hat and apply sun cream before your child arrives at Pre-school - please see the school Sun Protocol policy on the school website. During the winter, please can children come to Pre-school with a warm hat and gloves. During wet weather, it would be appreciated if the children have welly boots as a second pair of footwear.

## **Clothing**

There is no compulsory uniform however, Alderman Jacobs School sweatshirts are available to purchase. We would suggest that your child wears old, comfortable clothing and avoid clothes that will prevent them from using the toilet independently. Aprons will be provided for messy play and whilst washable products are used (pens and paints), there is no guarantee staining will not result from spills.

## **Discipline**

We aim to deal with children in a positive manner at all times. Children are encouraged to be kind and caring towards each other and adults. Rewards and sanctions are given in line with our "Good to be Green" Pre-school behaviour policy. Should problems arise, we would want to be firm but fair. In cases of consistent bad behaviour or disruption, this will be discussed with the parent(s)/carer(s) of the child.

## **Accidents**

In the event of a serious accident, staff will attempt to telephone parents/carers or the emergency contacts as provided. The child's own doctor would also be contacted. Should a child need to receive emergency treatment away from the Pre-school, a member of staff would accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded on Medical Tracker and the Alderman Jacobs School First Aid policy will be followed.

## **Illness**

We will refuse to accept children at a session who present symptoms for any contagious illnesses/sickness and diarrhoea. Please keep your children away from Pre-school for a further 24 hours after recovery. This is to prevent it spreading to other children and staff.

## **Medicines**

Alderman Jacobs Pre-school must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent - this means that we are unable to administer medicines such as Calpol unless a doctor's prescription label is on the container.

## **Leaving your child**

We ask parents/carers to work together with the Early Years Practitioners when leaving their child. As they are so young it may take them a while to settle with us. Parents/carers may be requested to go, stay or come back within a short time span, whichever is appropriate. Our best interests are for each child to make the break with home as confidently and happily as possible. Your child can **only** be collected by people named by you. If you arrange for someone else to collect your child, please ensure that you inform a member of staff and that this is recorded. Please wait outside and we will bring your child out at the end of the session.

## **The role of parent/carers**

Alderman Jacobs Pre-school recognises the parents/carers as the first and most important educators of young children. Our Pre-school aims to support parents/carers. Parents/carers are children's role models for learning, their first teachers though exploring nature, reading together, cooking together and counting together. We are keen to hear about your child's achievements at home.

## **Changes to family circumstances**

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of any recent or imminent events that may be on your child's mind (e.g. new baby or moving house).



## **Alderman Jacobs Pre-school**

### **Acceptance of Terms & Conditions**

I wish to apply for the admission of my child to Alderman Jacobs Pre-school. I have read the Terms and Conditions and agree to comply with them, the policies and any updated information when necessary.

Name of child.....

Name of parent(s)/carer(s).....

Signature of parent(s)/carer(s).....

Date:.....

Please return to:

Alderman Jacobs Pre-school, Drybread Road, Whittlesey, Peterborough, PE7 1XJ

Telephone: 01733 202403

Email: [office@aldermanjacobs.cambs.sch.uk](mailto:office@aldermanjacobs.cambs.sch.uk)

Website: [www.aldermanjacobs.cambs.sch.uk](http://www.aldermanjacobs.cambs.sch.uk)