

## Admissions Agreement Peter Pan Pre-school

CHILD'S NAME.....

**I, the person below agree to the following:-**

1. I understand due to the insurance cover, not to leave my child before 9.15am.
2. I will give two weeks' notice if my child is on holiday during term time or adequate notice of hospital appointments.
3. I will give two weeks' notice in writing of my intent to withdraw my child from pre-school, failure to do so will incur a charge of two weeks fees in lieu
4. In the event of my child being unable to attend a session without reasonable notice (2 weeks) that I pay the daily fee for every day he/she is absent.
5. To pay fees monthly in advance and I understand on receipt of a third reminder my child will lose his/her place.
6. I will label all personal property clearly and understand that the pre-school holds no responsibility for loss or damage.
7. I agree to use a password to protect my child's safety within the pre-school, should for any reason other than myself or his/her carer, collect them after the session.
8. I agree to report any old/new injury that my child may have on entry to Pre-school to his/her keyperson. I understand this will be recorded in the strictest confidence.
9. I agree to report details of any medication I have given my child in the hours preceding their session time to his/her keyperson.
10. Sometimes we find that there is an opportunity for us to take the children out within the barracks. This depends on the weather and we need to 'grab the moment'. Are you willing to let your child accompany a member of staff for this kind of activity? **YES/NO please circle**
11. During session time we take photographs and/or video clips to record the children's activities/development. These are either in our scrapbooks, displayed on a photo board or in your child's learning journal, including online journals. Occasionally they may be used for promotional material such as a newsletter or our prospectus.

Do we have permission to take your child's photograph for these purposes? **YES/NO please circle**

We also have a Facebook page to keep you updated on the activities children are children are taking part in. Occasionally we take photos of these activities and post them on our page. Do we have permission to include your child in these photos? **YES/NO please circle**

Staff may only use Peter Pan Pre-school cameras and delete from pc and camera after printing. It is also the policy that no member of staff has their mobile phone on them; they are locked away whilst children are at the setting; this is to protect the staff from allegations.

12. I agree that if I am late collecting my child a fee of £20.00 will be charged.

This will only happen if a parent/carer does not contact the manager by telephone, letter or verbal message prior to late collection.

This payment method will only be used in circumstances that keep repeating.

If no contact can be made with the parent or carer, the procedure will be to contact Social Services/Child Protection Officer. The next move would be in their hands.

I agree to contact the manager and let her know if I am going to be late collecting my child.

Please add an emergency number in case the late collection is purely unforeseen. This person would be contacted after 15 minutes.

13. To provide nappies, wipes and a change of clothes as necessary, labelled.

14. In the event of an emergency when parents and any emergency contact numbers are unavailable, Peter Pan Pre-school requires permission to send your child to hospital in an ambulance. As you can appreciate any delays in these circumstances are highly undesirable, therefore we ask for your consent at the date of enrolment.

In the event of a sudden illness or an accident that requires the immediate attention of the medical profession, I agree that my child can be sent to hospital in an ambulance escorted by a member of Peter Pan Pre-school Staff.

15. I give permission for staff to apply sun cream that I have provided and labelled.

16. I give permission for prescribed medication to be administered to my child. It will be in-date and prescribed for the current condition and the current medical administration forms signed.

17. I agree to inform the Manager of any illness my child may have and/or details of any medication they may be on.

18. To inform the Manager of any person, other than you authorised to collect your child. Ensure the person collecting knows your child's password.

19. To keep my child away from pre-school if they have diarrhoea/vomiting for 48 hours. For other childhood illnesses I will contact the office and seek advice about staying away.

20. I give permission for staff to share information about my child with another setting that my child attends.
21. Do you give permission for your details to be shared with outside agencies and with our local Children's Centre? **YES/NO please circle**
22. I agree to raise any concerns about or relating to the setting with the Pre-School Manager as the first point of contact, and in her absence with the Deputy Manager.
23. I agree not to ask Peter Pan staff about my child or any other child when they are away from the setting.
24. I agree not to ask make negative and slanderous comments relating to Peter Pan Pre-school on any social networking sites.
25. I agree not to use my mobile phone either in the Pre-school classrooms or the vicinity of the playground.
26. I agree not to take any photos of the children within the setting on my own camera or any other device.

If you have any concerns please feel free to discuss them with the Manager during session. All Pre-school matters are treated in the strictest of confidence.

**I have read, understood and agree to all policy areas held at Peter Pan Pre-school. I agree to keep confidential all matters concerning Peter Pan Pre-school.**

**I agree to support all areas of this admissions agreement, to keep it active and reinforce it.**

**PARENT'S NAME:** \_\_\_\_\_

**PARENTS SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MANAGERS SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(Revised October 2018 SB)**