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| **POLICY** | **PARENTAL CONTRACT** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | Overton Pre-School Playcentre is committed to providing a quality pre-school education for your child. To help us achieve that goal we ask that we form a partnership which will meet all the needs of your child and ensure that between us they will have the best quality pre-school available. |

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| **Session times** | 9am -11.45am / lunch club 11.45-1pm / 1pm-3.30ppm /  Wrap around care from 8am – 9am and 3.30 -6pm  Please arrive promptly for the beginning and end of each session. |
| **Sickness**  **and**  **Holiday allowance** | Following illness your child(ren) must be 48 hours clear before returning to the playgroup. Please see Department of Health recommendations for ‘childhood illnesses’ on display at the play centre. Medicines can be administered only with prior agreement of play centre staff. See health and safety policy for full guidelines.  At least two weeks notice must given in advance for any holidays. |
| **Health** | Staff **MUST** be informedof any food allergies and special dietary needs. |
| **Contact numbers** | A minimum of two emergency contact numbers must be made available in case of any emergencies. Please be reassured that the play centre will always inform you if your child is distressed in any way. |
| **Discipline** | Good behaviour and discipline is essential to the smooth running of the group. Children will be encouraged to share and learn self discipline with the application of positive reinforcement. We trust that parents will support the staff in encouraging acceptable behaviour. Please refer to our behaviour and discipline policy for further information. |
| **Equal opportunities** | Overton Play Centre agrees to value all children equally and value their right to be different and excel in different ways and we offer equal opportunities to all. |
| **Fees** | These must be paid on a weekly, monthly or per term basis in advance. All monies must be entered into the cash folder and signed for by yourself and a member of staff. At present there is no charge made if your child does not attend play group due to illness or for 2 weeks (pro rata) holiday previously booked on a holiday form. All other absences must be paid for. |
| **Complaints** | If you are uneasy about any aspect of the groups provision you should talk over any worries or concerns with the group manager or the chairperson of the committee. A full complaints procedure is on display with the policy documents at the play centre. Details of how to contact the Care Social Services Inspectorate for Wales can also be found in said policy. |
| **Policies** | We would appreciate if you could spare the time to read through all the policies before your child starts at playgroup. Please sign below to verify that you have read and are aware of the policy documents. |
| **Parental Involvement** | **Overton Playgroup is managed and run by parents.** As such we encourage parents to take an active role in supporting the group. **We therefore hope that you will attend Playgroup meetings and support us in fundraising events, both of which are vital for our survival.** |

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| **Child(ren) name** |  | |
| **Parent signature** |  | |
| **Manager Signature** |  | |
| **I have read and am aware of Overton Playgroup policies** | **YES** | **NO** |