 JACK … *where children can explore, create and discover the colour of dreams*

**Statement of intent**

At Jack & Jill we believe it is important that we work together, & know what we can expect of each other. We feel that an atmosphere of mutual respect is of great benefit to all parties.

**Parents are entitled to expect:**

* That we provide a happy, healthy, safe, caring & stimulating environment.
* A high standard of care & education
* A courteous & sympathetic reception to any questions or concerns
* To be consulted & involved
* That confidentiality will be maintained & respected
* That information held about their child will be done so within the framework of the data protection policy
* That discipline will be in the form of positive reinforcement
* That repeated & wilful damage to property & equipment will be reported to them & that a charge may be incurred.

Information on:

* The curriculum
* The term dates for the coming year
* Who to contact if they are concerned or wish to make a complaint
* The roles employed by the staff team
* The group’s policies & procedures
* Required payments
* Their child’s development
* Functioning of the governing committee
* Free Entitlement (Early Years Provision)

**Children are entitled to expect:**

* A happy, healthy, safe, caring & stimulating environment
* Equality of opportunity
* A diverse curriculum
* Praise & encouragement
* Support & guidance
* That their concerns will be listened to
* That opportunities are provided for growth & development

**The Pre-school is entitled to expect that parents will:**

* Support us
* Help their child to fulfil their potential
* Keep us informed about matters that may affect their child’s care & well-being
* Share any concerns openly with us
* Respond to any concern we may have in a spirit of co-operation & understanding
* Statements detailed on this agreement are adhered to
* Inform us of any absenteeism
* Attendance will be regular & punctual, both at opening & closing times
* Fees will be paid on time

This policy was adopted by Jack and Jill Pre-school at a meeting held on: **1St September 2014**

It is signed on behalf of the setting by:

In their capacity as: **Chairperson**