

## **Policy Specific to Parents**

### **Dates**

Parents should provide dates for flexible children at least one week in advance, preferably a Monday morning. This allows the Nursery to be staffed on sufficiently and for staff to be able to attend training courses and appointments that may arise. Training that staff do not attend without 5 days prior notice incurs a £50 charge. If dates are late and put in after staffing is complete, only days where ratio allows will be available.

Holidays **MUST** be booked at least one week in advance and a holiday retainer will be charged for these sessions.

### **Attendance**

Parents should have their children ready for their sessions promptly, particularly where funding applies. Parents should inform Nursery as soon as possible of any absence and submit holidays at least one week in advance. Parents should aim to work alongside Nursery to improve and maintain attendance levels.

### **Personal Details**

Parents **MUST** inform us immediately of changes to any of the following:

- Change of address
- Change of mobile numbers, house numbers and work contact numbers
- Change of emergency contacts
- Change in medical circumstances

### **Support from yourselves**

Throughout your time at Nursery we may ask for your support in a number of ways. This mainly would involve our continual development of our provision however could include extra support, funding or training to improve your child's development. This could be crucial in furthering your child's education and therefore it is extremely important we have you on board from day one.

### **Attitudes towards staff**

Parents must treat staff with the utmost respect. Any violence towards members of staff will not be tolerated. Parents will be asked to leave the premises if necessary.