

## FIRST STEPS IN ENGLISH parents' in partnership agreement

Dear parents,

Everybody at FIRST STEPS welcomes you and your child. We hope that, together, we can make your child's time here happy, productive, safe and secure. We aim to meet the children's educational needs through a carefully planned curriculum.

In order that we can work in partnership, we ask you to enter into the following agreement. We undertake to make every effort to abide by its terms and ask you to do so as well.

*Nursery staff undertake to*

*Parents agree to*

Allow for a settling-in period.  
This usually takes about a week.

Attend nursery with their child until he or she is happy to be left.

Maintain a daily attendance register and record reasons for absence.

Inform us of any reasons for absences

Not allow anyone except you or a person authorised by you to take your child home.

Inform us if they cannot collect their child and tell us who will do so on their behalf.

Plan a program of activities to meet your child's individual needs, based on recorded observation.

Share their child's interests by talking with them about what they have been doing in nursery.

Keep a contact register in case you are unavailable

Give us the names and telephone numbers of people we can contact in the event of sickness, and inform us of any changes – please update this if your phone number changes and include e-mail addresses if you have one

Signed Parent.....

Do our best to comfort children who become ill during the day, and inform you as soon as necessary.

Keep a sick child at home and collect one ill from nursery as soon as possible.

Advise you of any outbreaks of infections, diseases, cases of head lice etc.

Inform us if their child has contracted an infectious disease or has lice etc. Provide a copy of their child's medical vaccinations if you have one.

Parents who accept a diagnosis from a doctor over the phone will not be allowed to send their children to school. All rashes must be inspected by a doctor.

We will ring parents immediately if we see a rash (particularly one we not recognise).

Tell of any incidents in nursery which may have affected your child during the day.

Tell us of any significant happenings at home which may affect a child's behaviour in nursery.

Welcome feedback – both positive and negative if we are to monitor the service we provide.

Share with us on what we are providing when they feel prompted to do so. Read the notice-board regularly.

Encourage your child to experiment with a variety of materials to be creative. In doing this we will encourage them to use an apron.

Provide sensible clothing for busy creative toddlers, leave a complete spare change of clothes and send an apron which is plastic

Keep a well stocked library of books

Encourage children to read books in English that they have ordered from the book club.

Organise visits locally. Sometimes these are spontaneous. Give their consent for this to happen.

Signed Parent.....

Organise outings further afield.

Give their consent for this to happen.

Be prepared to greet your children in the morning.

Arrive on time in the mornings and pick their children up promptly at the end of the session.

Do our best to be well staffed. This is an expensive exercise.

Pay fees promptly to keep costs down.

In the event of heavy snow the school will be closed, we will try to keep you informed

I agree and consent to each and every page of this document

Date.....

Signed Parent.....

Teacher.....

Please note that in the event of any conflict, the Italian copy of our contract will prevail. A copy will be made available on request, or can be viewed on request at First Steps.