

Working in Partnership with Parents Policy

Parents are encouraged to provide as much information as they can about their child's routine upon registration and to update us when any changes occur. Regular discussions on development and achievements can be discussed on greeting and seeing children out, parents are able to make appointments to speak to key workers or managers if and when they wish, there is an annual open day held giving the parents the opportunity to speak to staff and from time to time parents meetings are offered to parents to keep up to date with development.

We ask parents to inform us as soon as possible of any changes in health care, personal or contact details so that records are updated effectively to ensure we care for the children appropriately.

The nursery / club operates an open door policy in which parents can visit and talk to staff at any time as long as ratios allow, longer discussions should be made by appointment.

Parents are kept up to date with their child's activities, achievements and progress, through the means of work done whilst in nursery, craft sleeves, termly reports and having access to their child's learning journey on the app.

Records are kept on assessments and observations made relating to development and education in reference to relevant curriculum and development checklists, parents are able to view these if they wish, a moving on report is produced when a child progresses onto school from assessments made in setting.

Themed craft activities are displayed around the nursery and then sent home or put into craft sleeves when displays change and sent home termly.

If children's health or behaviour changes dramatically during their time in nursery / club parents will be contacted IMMEDIATELY to discuss next steps in managing the issues or behaviour observed.

Children will only be released to named people picking up at the end of the day (please see arrivals and departures policy), if anyone else turns up who is unknown to nursery or club staff without pre arrangement we reserve the right to contact parents to confirm arrangements in the interests of the child's safety. If prior arrangements have been made the staff will be aware of the situation and a password or ID check may be required.

Parents are encouraged to contribute their skills, knowledge and interests in the nursery or club. Parents are encouraged to provide feedback through annual quality assurance questionnaires, other questionnaires, social networking, regular contact with staff through day to day conversations and messaging on the app.

Parents are encouraged to support their child's learning at home through the booktrust reading scheme for 3 year olds, language support packs available, through sharing activity ideas and things carried out in the nursery so that parents can also do at home.

Parents are informed on any events, changes in nursery / club, important information through regular newsletters and information on the app, website and via social networking.

Parents are provided with some important policies within their welcome packs and are made aware that all policies and procedures are available at all times to view, some additional policies are also available on our website as well as key information.