



Partnerships with parent's policy Little Stars Day Nursery

Partnership with Parents & Carers Policy.

**Change
Control**

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**Revision
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V2		September 2017	Updated
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Little Stars Day Nursery understands the importance of having partnerships with parents & carers and recognises the crucial role they have in their children's early years and actually regard parents and carers as the child's first educator. Due to the basis and our ethos regarding this we will endeavour to:

- Upon the registration of children, we will inform parents /carers about our policies and procedures along with our complaints procedure and or suggestion system and any other information regarding the setting.
- Upon the child's settling in sessions we encourage the parents to stay for part of this session. This allows the practitioners to work in conjunction with parents/carers to complete relevant documents to support the child's development, this is so that practitioners can gain a good understanding in regards to the child's age and stage of development. This is particularly important as parents know their child best. Having this information enables us as a setting to give the children the very best start.
- One of the documents completed on the child's settling in session is an 'All about me' booklet, this is a document completed by the parent/carer which will give practitioners an insight into where parents/carers believe their child to be in terms of age and stage of their development. This booklet will then go with the child to each room they move into when they are in the next unit of the nursery and at this time parents/carers will be encouraged to update the booklet with the child's new key person.
- If children are due to move to the next room in the setting practitioners will give the parent/carer adequate notice about this change and will show them the child's new room and introduce them to the staff. Part of this process will be practitioners informing parent/carer on their child's new key worker.
- We as a nursery encourage parents /carers to play an active part in their child's time at nursery. We do this through various ways:
 - Feedback sheets upon settling in,
 - Open evenings for parents/carers,
 - Questionnaires,
 - Feedback on child's termly development report,
 - Completing two year progress checks with parents,
 - Regular conversations with parents/carers.

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- Tapestry
- Events calendar inline with our curriculum.
- Learning journeys are shared between parents and practitioner through the online learning journeys on the Tapestry software. Practitioners encourage parents/carers to access their online learning account frequently to gain an insight into their child's nursery life as well as adding their own information regarding the child's development at home. Therefore, the child's learning is a two-way process between practitioner and parent/carer.
- Throughout the year the nursery holds different events such as graduation ceremony, sports day and carol concert. Parents/carers are invited to these different events to allow them to actively be involved in the setting. It also gives a chance for the practitioners to share the children's experiences with their parents/carers.

Our team at Little Stars Day Nursery are committed to working in partnership with parents /carers to provide a high quality environment which is safe and stimulating but provides learning and play opportunities for the children. We aim to achieve this by:

- Ensuring all parents /carers feel welcomed and their opinions valued.
- Ensuring that their concerns are listened too whenever they arise no matter what the situation. The manager /deputy will guarantee that parent /carers receive a prompt response from the setting.
- We make all information held on their child accessible to them providing it is not subject to investigation by the police or other statutory agencies.
- To hold regular open evenings where parents /carers can meet their child's key person to discuss development and generally 'catch up' but also we make ourselves available to parents /carers every day.
- To provide parents /carers with termly newsletters providing information about the setting, dates to remember, any changes and general information. This may also be in the format of a memo.

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- Keeping parents /carers up to date with any changes in the operation of Little Stars Day Nursery such as policy amendments, which are displayed on our website, opening times, fee scales or changes in staffing.