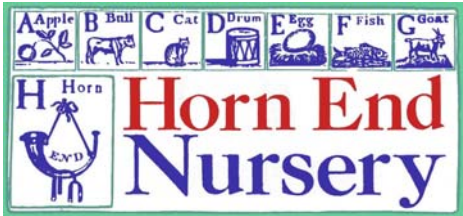


# Partnership with Parents



The importance of parental liaison cannot be stressed enough. We therefore aim to ensure that our partnership with parents takes a variety of forms in order to meet their needs. All our staff are aware of the importance of maintaining confidentiality about matters concerning children and their families.

## INITIAL CONTACT

This usually commences with a visit to the nursery by the parents before the child starts. During this time a senior member of staff will talk to them, show them around the nursery and give answers to any questions that may be raised.

At this time the parent is given a prospectus, an application form, and the nursery's terms and conditions unless these have already been sent in the post.

The prospectus is designed to give a brief introduction to the nursery, outlining the type of provision being offered at Horn End.

The nursery terms and conditions set out the contract that must be agreed upon before a place is offered relating to fees, holidays, etc. It also serves to explain the procedure a parent should follow when a child is ill, or going to be on holiday.

Parents will be asked to confirm who has parental responsibility for their child and to keep us informed should there be any need to deny access at any time.

Information about the nursery is also available to parents via our website.

## CONTINUING COMMUNICATION AND EXCHANGE OF INFORMATION

Daily, face-to-face contact between parents and staff is established and maintained. The use of a whiteboard in each area ensures that all messages are passed on accurately between parents and the members of staff involved with that child. In our baby room parents will be given the choice of a written daily diary or verbal feedback. In addition to this a separate medication record is kept for any child requiring a dose of a prescribed medicine whilst at nursery.

Each day communication specifically takes place between parent and a member of staff regarding their child's day, progress, behaviour, and well-being. Written records are also kept on a daily basis about babies feeds, bottles, nappy changes etc. Parents can on request receive a daily written report.

All information held about a child is accessible to their parents. This may include written observations, reports, tests, and assessments.

Meetings may be arranged at any time to discuss particular concerns a parent may have in addition to the Open Days, and parent's events that we regularly arrange.

A notice board for parents is displayed in the entrance hall of the nursery. This is updated on a weekly basis with information, interesting news, social events etc.

Regular Newsletters are sent out detailing projects the children have recently undertaken, charity events, visits etc.

Open days and evenings are held in nursery to discuss changes in method or general ways of working in the nursery, to gather ideas, collect suggestions.

Fact sheets are made available to parents frequently on issues about which they have expressed an interest i.e. potty training, weaning etc. Information about child health is available 24 hours a day from our web site.

Due to excellent liaisons by our local team of health visitors we are able to ensure that parents are kept up to date with any health news by giving out any literature that becomes available.

### **PRESENCE OF PARENTS WITHIN DAILY ACTIVITIES FOR CHILDREN**

Parents may, if they wish stay to settle their child in when they first start to attend nursery.

Parents may help for special occasions, during outings or at parties.

### **ACTIVITIES ARRANGED FOR PARENTS**

Open days, social evenings, educational book/toy displays.

Outside speakers to talk to parents, e.g. health visitors, police etc.

Workshop sessions aimed at helping parents to gain knowledge and understanding into how their child acquires and develops pre-school skills.

### **PARENTS AS PARTICIPANTS TO THEIR OWN CHILD'S LEARNING**

Contact with parents to discuss what needs a child has, what our staff are trying to achieve and how that can be done with parental cooperation.

Sending work home with children to be continued with their parents, as fellow educators, parents being asked to hear their children read, complete projects with them or just to discuss a project underway.

Siblings attending nursery will be encouraged to visit each other through the day and the need for this will be discussed with parents at settling in and on a regular basis.

Specific requests of parents of siblings will be met wherever possible e.g. regarding visits, timing of room moves, mealtimes together, and keeping children together or apart as necessary.

Parents are encouraged to use the games on the nursery's website.

### **PARENTS INVOLVEMENT IN POLICY OR DECISION MAKING**

Parents are constantly being asked for their contributions and ideas, informally on a day-to-day basis, and formally often through Newsletters and reply slips.

An open door policy is maintained to allow parents the forum for contributing to the nursery as a whole.

Parents are encouraged to e-mail us at any time with comments or suggestions about the nursery.