
PARENTS AS PARTNERS POLICY

We believe that children benefit most from Early Years education and care when parents and settings work together in partnership. Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting.

In order to support families initially to settle into the nursery we will :-

- Ensure all parents receive a warm & friendly welcome at all times.
- Give parents a Parents Handbook as soon as they register so they can have all the relevant information about the nursery, its policies & its ethos.
- Inform the parent who registers about the required process of settling-in and jointly decide on the best way to help the child to settle into the setting. We offer a settling-in period free of charge. There is an expectation that a suitable adult known to the child (preferably a parent) stays for the settling in sessions. The parents is asked to use this time also to share information about the child with the Key Persons about the child's likes/dislikes, stage of development & other important information so staff can get to know as much about the child before they are solely caring for them.
- Allocate a Key Person to each child and his/her family before she/he starts to attend; the Key Person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- Ask parents to understand that younger children may take longer to settle in, as will children who have not previously spent time away from home.
- Support parents to recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not necessarily ready to be left immediately, so we expect that the parent will honour the commitment to honour the planned settling in sessions.
- Support parents to recognise that children need to bond with staff in order to feel comfortable in being left with them. Sometimes a child will be distressed upon the parent leaving. Staff will support children at all times & will work with parents if the child cannot be settled. We understand that a joint planned approach between parents & staff is sometimes needed to support children to settle.

In order to ensure parents feel included in the day to day running of the nursery we will:-

- Ensure staff are committed to creating professional relationship with parents in an atmosphere of honesty & mutual respect. All parents are asked to conduct themselves in a manner appropriate to the setting. No swearing, smacking, smoking or abusive, rude behaviour will be tolerated.
- Ensure parents are aware of the management structure & additional roles & responsibilities of staff.
- Ensure parents are supported in following their child's development & journey at nursery through providing them with written Memories of their child's time at nursery & special moments.
- Ensure parents are aware we operate an 'Open Door policy' and parents are welcome any time.
- Inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them. A copy of all the Nurseries Policies are available

in a communal area within the nursery. The nursery will give a copy of any policy to parents upon request

- Encourage and support parents to play an active part within the nursery. Parents will be informed & invited to open events, Stay & Play sessions & to be involved in what the planned learning outcomes for their child is based on our Planned Teachable Moments. We will ensure that parents have access to equipment that could support further home to nursery linked learning.
- Share information on what children have been engaged in at nursery through social media.
- Inform all parents on a regular basis about their children's progress.
- Ensure parents receive relevant support if their child is identified as not making significant progress in their development.
- Provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language;
- Hold meetings in venues that are accessible and appropriate for all;
- Welcome the contributions of parents.
- Inform all parents of the systems for registering queries; complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints' procedure in their copy of the Parents Handbook. We will make parents aware that all complaints are taken seriously.
- Keep the parents notice boards up to date with relevant information & a full list of policies & procedures.
- Provide information regarding Early Years Foundation Stage in the Parents Handbook.
- Complete daily information records for children in all baby & toddler rooms under the age of 2 years.

**THIS POLICY WAS ADOPTED IN: JUNE 2007
REVIEWED ANNUALLY**