



PARENT AS PARTNERS POLICY

Playtime Day Nursery recognises that parents are the primary carers and educators of children our aim is to work in partnership with parents to support and encourage children to feel safe and secure in an enabling environment which values the diversity and equalities of all our families.

- Parents/Carers will be given access at initial visits to all the nursery policies, procedures and guidelines. These are situated in the hallway.
- Ensure that all parents are informed about staff qualifications, training and developments within the nursery.
- At Playtime we operate an open-door policy that encourages parent participation parents are welcomed into the nursery at all times. The nursery makes every effort to ensure that either the manager or the deputy is around at the start and end of the day for informal contact.
- Communication is very important with parents and to enhance this parents/carers will be updated about their child's progress on a regular basis through parent's evenings and reports. As your child's progress is a two-way process, we welcome feedback from you and a home contact book and observation sheets will be used for sharing information about your child including next steps. You will also be asked to contribute to your child's learning journey.
- All children's records are kept on file and parents/Carers have a right to access any information held about their child by prior arrangement with the Manager/Deputy. It is parent's responsibility to ensure that all children's personal details are kept up to date.
- Parents/Carers we have a variety of systems which we use to communicate nursery events: Verbally and through posters/newsletters and information notice boards/email and Facebook. We also have a website with current information about what is happening at nursery.



- Parents will be kept informed of their child's care and learning on a daily basis by staff. We have activity boards in all rooms for parents to see what the planning is for their child's room for the next 3 weeks these will be updated by the room leaders/planning coordinators.
- We are committed to the highest level of partnership and welcome feedback both positive and negative so we can monitor the service we are providing. Comments and suggestions can be posted in the box in the hallway and we will occasionally seek your opinions through questionnaires.
- The nursery will seek advice from the Local Authorities Improvement and Inclusion Officer (I&I) for EAL and cultural diversity Support coordinator any Parent/ Carers who has English as an additional language and may need additional support/ leaflets.
- Staff are not able to make or accept invitations to become online friends with parents or other family carers on social networking sites.
(If the member of staff knew the family before the child started with us at Playtime then that is fine).
- Parents will be invited to complete an employee of the month survey to recognise staff's contribution and achievement within the setting.
- We encourage and support parents to play an active part in the nursery and parents may be asked to review nursery policies, comment on how the nursery is run as well as being offered questionnaires relating to the nursery and your child's care. We also provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group by inviting you to help at nursery at any time and inviting them in for Stay and Play session such as mother day stay and play week and Breakfast Club.
- Inform parents/carers of how the nursery supports children with Special educational needs and disabilities.
- We inform all parents/carers of the systems for registering queries, complaints or suggestions and ensure these are understood by all.