



BROOK HOUSE NURSERY Ltd

PARENTS PARTNERSHIP POLICY

Parents* are the first educators of their young children and play a vital role in their lives. All members of staff in Brook House Nursery are aware of this fact and respect and value the contribution parents make towards their children's learning and development.

We believe that children benefit most where there is trust and mutually supportive partnership with parents. We always try to build and maintain a very good relationship with the parents.

Information for and from parents

In case the parent cannot speak English or is disabled, staff in Brook House Nursery makes sure that all the information is easily accessible to those parents. It is achieved by the use of interpreters, audiotapes, videotapes, sign language etc.

Each parent whose child is starting at our nursery is given a brochure containing aims, curriculum, examples of menus and activities and other information about the nursery. Parents are also presented with the policies and forms such as the medicine and accident forms as well as health and safety procedures with regard to different types of emergencies e.g. fire or accident.

Each parent is asked to fill in an admission form containing questions about address, date of birth, medical history etc.

There is an information board in our reception on which daily events such as menu, outings etc are presented.

There is a suggestion wallet, available for the parents/carers, in which they are welcome to share any concerns or suggestions considering our staff or practice.

Initial visits

Parents and their children are welcome to come, have a look around the setting and meet the staff before they join our nursery. They have a chance to ask any questions considering the nursery, staff or care provided.

Referring to parents and children

All parents and children are always warmly welcomed and referred to by their preferred names all the time.

Parents' contribution

Parents are encouraged to share information about their children using posted notes on which they can note interesting events from children's life, such as a visit to a museum or a library. They are also asked to fill in a chart 'All About Me' with their children to let us know about children's likes/dislikes, special things they like to do, what makes them sad etc. Parents are invited to come to the nursery to read stories to the children or to walk with us the allotment or a nearby park. We also welcome parents to come and give talks about celebrations, jobs they are doing or to contribute to our 'Taste of the Month' project.

Exchanging information about the children

Information about the children, their progress, any anxieties, development, parents preferences considering activities, education, potty training, or quiet periods etc. are achieved by regular discussions with the members of staff or if preferred in a written form. A record is made on child's achievements every three months and parents have access to it. Members of staff make daily observations on the children and parents are welcome to have a look at those.

Please note that all information about the children is confidential and only the children's parents have access to it.

Informing the parents about illness/accident.

In case of a minor accident, the parents are shown an accident report and asked to sign it.

In case of a major accident parents are contacted immediately by a manager, or in her absence deputy manager in case of a serious accident or if a child is ill. Information is passed very clearly so that the parent can understand exactly what has happened and what is going to happen next (e.g. where the child is going to be taken to be treated). Address and telephone number are given to the parent so that he/she can stay in touch.

The person making contact with a parent must be very reassuring and calm at all times.

Food and Drink

Parents are required to provide any information considering dietary requirements, preferences in food, its preparation methods/serving, allergies, intolerance or religious practices. Where these exist, a record is made. These records are referred to on a regular basis.

If parents prefer to supply their own food, they are welcome to do so.

Collecting the children

Parents are asked to provide information about the time of collection of the children as well as who is picking up. If the parents cannot collect a child themselves they are asked to let the nursery staff know who the person picking up is going to be. The person picking up has to know the password earlier agreed with the parents.

Parents' rights under legislation

- To receive information from the nursery about the child (e.g. records, observations, accident reports)
- To participate in activities
- To be asked to give consent (e.g. to the child taking part in extra-curricular activities)
- To be told about meetings involving the child (e.g. with a special needs specialist)

* Parents refer to both parents and carers

Policy review date	Name and signature