



PARTNERSHIP WITH PARENTS & CARERS

This Policy defines the Nursery's ethos in establishing a working partnership with parents / carers that ensures that the needs of the children, both as individuals and as a group, are met.

In developing a policy for Working in Partnership with Parents and Carers the management of the Nursery fully understands and respects that parents / guardians / carers have primary responsibility for their children, which necessarily includes their development and education. This policy is designed to build upon these fundamental principles:

1. It is the policy at Olive Tree to work in close co-ordination with each child's parents/ carers in an atmosphere of open dialogue and mutual collaboration with respect to the child's needs, wants and values. This will soundly contribute to the following key objectives:
 - 1.1 To ensure that the individual developmental and learning needs of the child are met.
 - 1.2 To better understand, and to contribute positively to, the cultures and values of the child's family and community.
2. Nursery management have established the following procedures to assist in these objectives:
 - 2.1 *Information for Parents and Carers* - We have an open door policy whereby parents/ carers of currently enrolled children are welcome to visit the nursery anytime during regular hours of operation and discuss any queries regarding the Nursery's activities, operations, policies and practices. Written Terms & Conditions for placement of a child in the Nursery are attached to the registration form.
 - 2.2 Parent Evenings are held approximately every 3 months. Parents/ carers have the opportunity to discuss their child's progress and any concerns with their key person.

General Consent Forms for medication, taking the child on outings and trips, and for photographing the child during Nursery activities are also included in the registration form.

In addition, parents/ carers are requested to complete the "Beginning to Know Me" form with the child's key person. This is to enable the nursery to build up a better profile of the child and to better plan and provide the activities and interests for the child that meets the expectations of the parents / carers:

- the types of activities that most interest the child;
- how and where the child likes to play;
- any previous attendance at playgroups, toddler groups, etc;
- any friends or siblings;
- favourite stories and books;
- favourite toys / playthings;
- favourite rhymes and songs
- details of any pets at home, and their names.

2.3 *Feedback from Parents and Carers* - a procedure of sending out Parent/ Carer Questionnaire is in place for eliciting comments from parents/ carers with respect to the way the Nursery is run and the services provided to their children, and to make recommendations for appropriate improvements.

3. Parents / guardians / carers are asked to openly discuss any special needs that a child may have, and agree on the best procedures for caring for the child. This will address language, cultural, religious, dietary and medicinal needs, allergies, phobias, disabilities and impairments. This is established at the outset before the child joins the Nursery, and reviewed regularly with parents/ carers. Mutual dialogue will ensure that the parent/ carer is fully aware of the services the Nursery can, and are able to, provide. The Special Needs Policy is documented as Policy No 303.
4. To maintain a continual interaction with parents / carers, the latter are encouraged to visit the Nursery at any time to discuss their child's progress. The Nursery provides the following opportunities for on-going involvement with parents / carers:
 - 4.1 Informal chats and discussions about the child's activities, interests, progress and the care provided at the beginning and end of each day when the children are dropped off / collected.
 - 4.2 Through regular Parent Evenings where the parents / carers have the opportunity to look at examples of their child's work and discuss their interests and progress in a more relaxed atmosphere free from the immediate time constraints of a busy working day.
 - 4.3 By encouraging any parents / carers who have special interests, hobbies or skills to visit the Nursery to show the children.
 - 4.4 By writing a quarterly newsletter about the Nursery, the children, their achievements, outings and trips, and any people making special visits to the Nursery.
5. Parents / carers are actively enabled to spend some time with their children if they wish to do so. This may be particularly valuable during the initial settling-in phase after the child joins the Nursery.
6. A copy of the Nursery's Policies is kept on display at the Nursery for parents / carers to consult at any time.
7. Parents / carers are afforded access to their child's records at any time.



Policy 22