



Policy on Partnership with Parents

Aim: The Exwick Ark recognises that working in partnership with parents is of major value and importance in enabling it to provide a happy, caring and stable environment for children and their parents. Parents are the primary educators of their young children and we aim to support them in this challenging but rewarding role. The Exwick Ark aims to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

The list below shows ways in which we achieve a strong working partnership with parents:

- Before a child joins our pre-school a home visit is offered in order to provide information about the setting, answer questions, complete registration forms and build relationships between the pre-school and family.
- A parent handbook with information about the setting is provided for each family at this induction visit or in the setting if parents do not accept the offer of a home visit.
- Publications and books about child development, special educational needs, school transfer, curriculum and other relevant topics are kept in our parent library.
- We publicize parent courses provided by organisations such as PLA and Devon Early Years Childcare Service.
- A family worker is assigned to each family before the child starts at pre-school to enable relationships to be built up with a named member of staff.
- A member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times;
- When a parent regularly arranges for someone else to pick up a child a Contact book is used to pass information on to that carer and the parent/guardian.
- Information provided by parents about their children will be kept confidential and treated on a strictly need-to-know basis;
- Information regarding the children's activities throughout the day is always available to parents either on a daily basis by verbal communication or on the notice board or in the child's own ongoing record folder.
- A copy of our daily, weekly and termly planning is on display on the parent notice boards.
- Parents are invited to contribute to their child's record folder by using it to record milestones and observations about their child from home.
- Parents are invited to share information about their child informally with their child's family worker.
- Termly parents' meetings allow for the formal sharing of information about the child's development between staff and parents.
- Half Termly parent forum meetings enable us to involve parents with developments in the pre-school and to obtain their views and suggestions.
- If the provision has any concerns about the child's well-being during the day every effort will be made to contact the parents or their emergency contact;



- Parent's are welcome into the setting at all times and are encouraged to sign up to stay for a whole session should they wish to do so. See Guidelines for helping in a session.
- We ensure that all parents have opportunities to contribute their own skills, knowledge and interests to the activities of the group.
- We welcome the contributions of parents, whatever form these may take.
- We make known to all parents, through our parent handbook, the systems for registering queries, complaints and suggestions.
- Parents are requested to keep the provision informed of any changes to personal circumstances, which may have an effect upon a child, eg change of address, telephone number, doctor, emergency contact. Once a term parents are asked to check the information held about them and their child(ren).
- Parents are also requested to keep the provision informed of any circumstances which could have an effect on a child's emotional well being, eg bereavement, separation or illness in family.
- Parents should feel free to discuss any aspects of the provision's service, particularly any concerns, criticisms and anxieties at any time

Prior to a child's attendance at The Exwick Ark the parents or carers must complete and sign the registration form. This provides the Exwick Ark with the following vital information:

- Name, home address and date of birth of each child;
- Name by which child likes to be known;
- Starting date and required number of sessions per week ;
- Arrangements for payment of fees;
- Arrangements for collection;
- Name, address and telephone numbers of parents/carers;
- Emergency telephone numbers;
- Name, address and telephone number of the child's doctor;
- Special diets/allergies etc;
- Illness and inoculation details;
- Parental consents on emergency procedures;
- Consent for photography - monitoring, advertising and evaluating;
- Permission to take the children into the school grounds to support curricular activities.
- Parents/carers will also be asked to provide the provision with any further information which they feel will enable us to take best care of their children.

Signed:

Date: 2nd November 2008