



## **PARTNERSHIP WITH PARENTS POLICY**

At Nippertime we recognise that working in partnership with parents is of major value and importance to the preschool in enabling it to provide a happy, caring, and stable environment for children and their parents. We aim to form a good relationship with parents so that parents can exchange information regarding their children easily and comfortably with the Preschool Staff. Transparency is a fundamental principle of Nippertime Preschool.

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

- the manager and staff are always available for discussion with parents.
- arrangements can be made for more private discussions at agreed times.
- information provided by parents about their children will be kept confidential and treated on a strict need to know basis.
- information regarding the children's activities throughout the day is available to parents by verbal communication, communication books, on our social media sites, 'Instagram' and 'Facebook' and our 'what we have been doing today' board.
- newsletters are issued.
- if we have any concerns about a child's well being during the day every effort will be made to contact the parents or their emergency contact
- parents are requested to keep us informed of any changes to personal circumstances which may influence a child, e.g., change of address, telephone number, doctor, emergency contact or medical conditions.
- parents are also requested to keep us informed of any circumstances which could influence a child's emotional wellbeing, e.g., bereavement, separation, or illness in the family.
- to further encourage the child's development, parents may be asked to send in objects from home i.e. photographs – boxes, for topic/project work.
- parents/ carers will be invited to attend meetings to discuss their child's development.
- each child has their own information book for the regular exchange of information between parent and staff members.
- appropriate and prompt action is taken on any concerns raised.
- parents have access to all written records about their children.
- any creations are put on our display boards in the hall or sent home.

Children are only released from the care of the provision to individuals named by the parent and a collection password is asked for. The password is on each child's registration form held securely in the store cupboard on each child's folder. No child is allowed to go home with an adult who is unable to give the correct collection password. A parent will have to inform us if a relative does not need to give a password.

If a child is identified as a child in need, we give appropriate information to referring agencies, keeping parents always informed.

**POLICY IS CHECKED EVERY SEPTEMBER OR WHEN NEW INFORMATION IS RECEIVED LAST UPDATED 23/01/24 © NIPPERTIME PRESCHOOL LIMITED**