

Parents as Partners Policy

At Brentwood Day Nursery we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner and include them as an integral part of the care and early learning team within the nursery. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with all parents, and we use strategies to ensure that all parents can contribute to their child's learning and development. We ask parents to contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. We encourage parents to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home too. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required
- Ensure nursery documentation and communications are adapted and discussed (where necessary) to ensure full understanding of information
- Ensure that all parents are aware of the nursery's policies and procedures and operation information. A detailed parent prospectus, and our full policy documents are available to parents at all times on the nursery website
- Maintain regular contact and offer an open door policy to parents to help us to build a secure and beneficial working relationship for their children
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant agencies, workshops and training, where required
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as parent events such as mother's day tea, father's day den building, sports day and many more. Also, stay and play sessions, festival events, parent WhatsApp group
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through; the weekly newsfeed email including the activity outline and weekly menus
- Operate a key person system to enable parents to establish a close, working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in nursery and at home. Parents are given the

name of the key person and key buddy of their child and their roles when the child/ren starts and updates as they transition through the setting

- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' are invited in to discuss their child/ren's development as and when required. The nursery consults with parents about the times of meetings to avoid excluding anyone
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form through the online learning journal
- Agree the best communication method with parents, e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents
- Make sure all parents have access to our Complaints and compliments policy and understand the process for sharing their concerns/approvals
- Share information about the Early Years Foundation Stage (provided during induction via a link to this area on the nursery website) , young children's learning in the nursery, how parents can further support learning at home and where they can access further information
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents how the nursery supports children with special educational needs and disabilities and children with English as an additional language
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.

Signed on behalf of the nursery
<i>RL Austin</i>