

EXPLORERS POLICY AND PROCEDURES

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Explorers Preschool believes that for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. We recognise that parents/carers play the fundamental role in a child's development as their first educators of their young children and our aim is always to support their role. The two-way sharing of information is key to this. The Preschool team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, can support parents in an open and sensitive manner.

We wish to ensure parents are an integral part of the care and learning team within the Preschool.

To fulfil this aim Explorers Preschool will endeavour to:

- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the Preschool.
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so.
- Arrange a home visit, if convenient, to discuss settling in arrangements for their child, complete an initial child profile, discuss enrolment forms and policies and procedures.
- Operate a key person system to enable a close working relationship with all parents. Support two-way information sharing regarding each child's individual needs both in Preschool and at home.
- Ensure all parents are signed up to our Tapestry online learning journal where parents can log on and see their children's development.
- Encourage parents to upload their own observations and photographs from home onto their child's Tapestry Journal.
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child.
- Ensure Preschool documentation and communications can be easily adapted to a format to suit individual parent's needs, e.g., multi-lingual, electronic communications.
- Welcome all parents into the Preschool at any time and be as flexible as possible.

- Ensure that all parents are aware of the Preschool's policies and procedures. Some Policies and Procedures will be included in our Parent pack and our full policy documents are available on the notice board and on the Preschool's website.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children.
- Create opportunities for parents to talk to other adults and their child's key person in a secure and supportive environment through such activities as parents stay and play sessions, parents' evenings and offering time at the beginning and at the end of the Preschool day.
- Inform parents about Preschool activities and events through regularly distributed newsletters, liaising, Tapestry online journal and the Notice board outside the Preschool.
- Inform parents on a regular basis about their child's planning and progress and involve them in the shared record keeping. Parents will be consulted well in advance with about the times of Stay and Play sessions and Parents evenings to avoid excluding anyone.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and Preschool operation.
- Provide opportunities for parents to learn about the Early years foundation Stage (EYFS) and about young children's learning in the Preschool and at home.
- Provide opportunities and support for all parents to contribute their own skills, knowledge, and interests to the activities of the Preschool.
- Inform all parents of the systems for registering queries, compliments, complaints, or suggestions, and to check that these systems are understood by parents. All parents have access to our written complaint's procedure.
- Provide a written contract between the parent(s) and the Preschool regarding conditions of acceptance and arrangements for payment and funding.
- Hold meetings in venues that are accessible and appropriate for all

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor