

# Parental/Carer involvement: Policy & Procedures

Stalbridge pre-school aims to work in partnership with parents and carers, we recognise that parents/carers are the first educators of their children and we believe that children benefit most when parents/cares and Early Years care and Education settings work in partnership.

## Stalbridge Pre-School will:

- Welcome all parents and families into the setting through open sessions and ‘stay & play’ sessions.
- Ask parents to complete a comprehensive registration form when enrolling their child into pre-school, making us aware of any health, dietary or religious requirements.
- Adhere to parental wishes concerning health, dietary, cultural and religious requirements.
- Invite parents to join the pre-school committee and take an active role in the management of the pre-school.
- Keep parents informed of their child's progress through discussions, written updates and making their child's Learning Journey available to them at any time, we will inform parents of any concerns we have regarding their child's developmental progress or behaviour.
- Give updated information regarding the running of the pre-school, any changes or requirements through regular newsletter and notice board.
- Make planning information available, offering ideas to support learning at home.
- Make parents aware of the policies and procedures of the setting when their child joins the pre-school, making them readily available to parents at all times.
- Welcome parents or other family members that wish to come into the setting to share skills or help with activities.
- Ensure that parents know they are welcome to arrange to meet their child's keyworker, the manager or committee officer at any time.
- Ask parents to complete questionnaires at times, taking in to account their views and suggestions, evaluating the information gained and using parents views/suggestions to improve the service we offer.
- Give parents the dates and times of any meetings and ensure they are held in premises that will be accessible to all.
- Inform parents about how they can register complaints including the Ofsted complaints contact number.

## Parents are asked to:

- Inform the pre-school of any changes that affects their child such as health requirements, emergency contact numbers, change of address....
- Work in partnership with the pre-school to provide the best possible foundation for the care and learning of their child.
- Read the pre-schools policies and procedures and speak to the manager if they have any concerns regarding them.
- Return necessary forms when requested such as forms asking for parental permission or the early Learning and Childcare funding parental agreement forms by requested deadlines.
- Provide the requested articles such as sunhats, wellie boots etc when requested.

This policy was adopted at a committee meeting on:

Signed:

Role: