

23 Parent Partnership Policy

We are a registered charity, run by an elected Committee of volunteers, mostly made up of parents/carers, family members of children attending our Nursery/Pre-School. The Committee work in tandem with the staff to ensure the smooth running of Summertime.

Committee meetings are held each half term so 5 a year plus an AGM. Some will be via Zoom and some face to face at the nursery

At summertime we work together with our parents at every opportunity to build a relationship of mutual trust and respect.

Parents are seen as the most important people in their child's life and we value their views and information they give us with regards to their child.

New parents will be issued with a Data registration form, a small prospectus, and tapestry consent form and information on where to find our full policies.

An 'All About Me' book on their first visit to the setting. Settling in sessions are arranged for the parent and child to attend together, followed by sessions for the child to attend separately. This gives the parents a chance to meet the team and speak about any concerns they may have before they officially begin their scheduled sessions.

Each child will be allocated a key person who will be the parent's first point of contact if they need to speak about their child's needs and development. Information and feedback will be exchanged verbally daily by the child's key person and other members of the team. All staff get to know all parents and their children no matter which room the child will be in. **Parents are welcome to arrange a meeting with the manager or key staff at any time.**

Babies under two have basic information recorded in a daily diary. Information posters will display details of events and information with regards to the setting, a newsletter is sent out monthly and updates are posted on Tapestry.

Parents are asked to take part in their child's planning, staff encourage parents to add comments, observations and photographs to their child's on-line Tapestry Journal. This enables practitioners to plan experiences that their child enjoys and further develops our partnership with parents .

The manager and deputy manager will be **available to talk to parents at any time** if they have a concern or a problem with regards to their child or Summertime as a setting. Our policies, procedures and most recent OFSTED reports are available to take home or view on our website.

Whilst on the premises of summertime parents are asked that they conduct themselves in an appropriate manner with regards to their behaviour and language and refrain from using their mobile phones.

Cathy White
Manager
November 2022