

PARENTAL INVOLVEMENT POLICY

At Wisdom Kids Nursery we believe that we can best meet the needs of the individual children by working closely with parents/carers. We aim to develop partnerships between parents/carers and staff which are based on mutual respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

We recognise that parents' and staff are both active participants in their children's development and education and wherever possible we try to incorporate their views into our routine. It must be remembered though, that our priorities are for the children and that some request cannot be undertaken for this reason.

It is widely recognised that if children are to maximise their potential from nursery they will need the full support of their parents.

It is anticipated that parents should play a role not only in a promotion of their own children's achievements but more broadly in nursery improvements.

Parental involvement takes many forms including good parenting in the home, including the provision of a secure and stable environment, intellectual stimulation, parent-child discussion, good models of constructive social and educational values and high aspirations relating to personal fulfilment and good citizenship, contact with nursery to share information; participation in nursery events and participation in the nursery work.

Wisdom Kids Nursery ensures that:

- Once a place has been offered and agreed a parent hand book, containing all relevant information, is given to parents.
- We consider communication to be a vital element in our setting and should be between parents/carers and relevant staff.
- Parents are made aware that we are contactable at any time throughout the day and that staff are available to discuss their child during hand over periods at the start and end of the day.
- Parents/carers are kept up to date with information and policy by means such as accessible parents' notice boards throughout the nursery as well as regular news and update letters.
- Admission to the nursery begins with settling sessions where parents/carers share detailed information about their child which enables staff to have a complete picture of the child's needs. This in turn allows the nursery to provide the best possible care for each individual.
- Contact, consent, request and agreement forms are completed and stored securely in the office. All details are regularly updated and parents are requested to inform us of any changes at the earliest opportunity.
- Information is shared between parents/carers and relevant staff and the nursery procedures and policies discussed.
- All staff, students and volunteers are informed about our policy of confidentiality at their induction.

- Parents are made aware that only authorised adults will be allowed to collect their child but that a system of pre-arranged passwords is used in emergency situations.
- Parents are kept informed about themes/topics through weekly, monthly and yearly curriculum displayed on notice boards in the nursery and monthly newsletters. Parent's evenings are held once a year.
- Records of the child's achievements and progress are kept and are available for the appropriate parents/carers to view at any time on request.
- Parents are encouraged to discuss any general concerns that they have with the key person initially, who should then inform the manager. If the key person is unable to deal with the situation or it is a more serious concern the manager will take over and deal with it promptly.
- A record of the complaint or concern should be made and stored with the child's details in a secure setting. Parents should be informed of the outcome.
- Details of how to contact OFSTED, should the need arise, are displayed throughout the nursery.
- When a child is identified as having a particular need, either medical, dietary or educational, by either the parent/carer or staff the concern will be discussed with all relevant parties.
- Permission is sought to involve appropriate agencies and to gain advice on specialist provision where necessary.
- Parent/carers are consulted and kept up to date on all decisions made regarding the provision for their child.

Sign on behalf of WKN Nursery _____ Proprietor/Manager

July 2008
Next review date: July 2009

