

Willows Day Care



Parental involvement policy

Willows Daycare believes that children benefit most from early year's education and care when parents and settings work together in partnership.

Our aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

- Willows Daycare is committed to ongoing involvement and communication with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the setting is run and its policies, through the child's first trial session, through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them;
- If parents require we can provide a two way daily diary informing you of what activities your child has enjoyed, what snacks and meals they have had and any nappy changes if appropriate. It also allows you to comment on your child's time whilst at home and any information which you feel could be useful to us. If parents do not require written information it will always be fed back verbally at the end of the session. We will also give time at the beginning of the session for parents to inform the staff of how their child has been at home.
- We encourage and support parents to play an active part in the service offered at the setting, and would like to invite parents in for play sessions, outings and parents evenings. This could include opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.
- Opportunities will be provided and welcomed for parents to contribute their own skills, knowledge and interests to the activities of the setting, in what ever form they may take. There will also be information provided about opportunities to be involved in the setting in ways that are accessible to parents with basic skills, or those for whom English is an additional language;

- Regular news letters will be available to inform parents of various children's activities achievements, ideas for activities at home, popular songs and their words and events within in the Daycare and Centre. Parents will also be informed about relevant conferences, workshops and training that staff attend and those that are available to them.
- Records of your child's development will be completed in the form of a Learning Journey by your child's key person and we would like to involve parents with this record keeping as much as possible, either formally such as a parents evening or informally and ensure that parents have access to these records at all times.
- We hope that all parents feel happy to approach any member of staff, be it your child's key person or the Daycare manager to talk about any suggestions or concerns and ways to resolve any issues. We will ensure that all parents are informed of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- We send termly parent questionnaires for parents to complete and we reflect and act upon the findings accordingly by making changes suggested by the parents or celebrating positive feedback with the team.
- We have a parent's forum group and have trebly meetings in which any parent can attend to discuss any issues they have and items the Daycare team would like to discuss. It is also a way of providing parents with information and we can ask them their suggestions and advice on various topics.

Signed on behalf of the Management

Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Date

Review date
