

PARTNERSHIP WITH PARENTS

Bright Beginnings Day Nursery believes that parents are the children's first educators and that consistent two-way communication is vital. Parents are a very important part of the nursery and we will provide them with a welcoming environment at any time of the day. We will work with parents in every aspect of their child's individual care and development and value their support in the identification of children's learning needs to ensure a quick response to any area of particular difficulty.

We understand that parents and families are central to a child's well-being and Key Persons will support this important relationship by sharing information and offering support to learning in the home.

"Children learn and develop well in enabling environments, in which their individual needs are met and there is a strong partnership between practitioners and parents/ carers" (EYFS, 2014)"

BBDN will discuss with the parents, the range and type of activities and experiences provided for the children, the daily routine and how parents can share learning at home; How the setting supports children with special educational needs and disabilities;

Key Person

One of the important relationships for a parent and child when starting at nursery is the child's key person, during the first visit to the nursery, the parent will be introduced to the child's "Key Person", who will explain their role in relation to looking after their child. They will answer any questions that the parent may have for example what they will do if the child cries or won't eat and generally try to reassure the parent. They will also ask question and show an interest in how the parent deals with similar situations at home.

During introductory visits for new children, the "Key Person" will complete a "C2 - Care Plan" in conjunction with the parent. These plans will be reviewed on a quarterly basis and parents will be asked to sign the form to indicate their support of any action/care given to their child.

BBDN values parental input as to each child's current level of development and they will be asked to complete a "Parent baseline" for their child which is an age appropriate "parent friendly" version of the EYFS statements, to support the key person in understanding the individual development needs of the child.

The key person will then complete an "individual play plan" for the child within 15 hours of starting the nursery using the parents' baseline and their own initial observation. This will be discussed with the parent, so that any further parental input can be incorporated. The identified activities on the play plans are used to inform planning and will be reviewed at

every half term with the parent. The key person will also provide guidance, advice and resources to support home learning.

BBDN will provide opportunities for parents to formally discuss their child's progress twice each year at our parent's evenings. This is an opportunity to share each child's progress file and discuss issues and progress. At the parents evening parents will receive a copy of their child's summative assessment. A two-year progress check will be completed for each child within 6 months of their second birthday. This document is completed with input from Parents, Key persons and the health visitors, using any issues raised from the 24-month Question and Answers sheet done during their 2 year visit at the family home.

A daily diary completed on EYLog will be shared with parents after each nursery session

Other ways of communicating with parents throughout the nursery: -

EYLog will provide parents with timely information about their child's day at nursery and will also provide an opportunity for parent to provide valuable updates on their child's progress at home.

Our brochure contains useful information relating to each nursery, this includes opening times, prices, location, information about terms and condition and nursery policies. This will be given to parents who make an enquiry about the nursery.

We will provide parents with a copy of the parents' handbook which contains relevant policies and procedures. These policies include parent failing to collect at allocated time, behaviour management and the complaints procedure

A photo board showing all members of staff, their name and which group of children they usually work with will be displayed at the nursery entrance so that parents can identify the staff looking after their children.

Staff will create displays of children's work and photographs of them at play so that parents can share in their child's success and achievements at nursery.

We will display posters and leaflets which may be of interest to parents for example, information on working tax credits, child care vouchers, Reed in Partnership etc.

We will send out periodic newsletters to parents, these will contain updates about the nursery, staffing changes, changes to nursery fees, events and activities at the nursery etc.

BBDN will conduct satisfaction questionnaires with parents to seek improvement opportunities in either nursery.

Parents can volunteer to help at the nursery either on a one-off basis, i.e. if they have a particular skill they would like to share with the children or on a more frequent basis if they wish to become a "parent helper".

Parents can make appointments to speak to the Nursery Manager or the Directors if they have an issue they wish to discuss, they need some advice or are unhappy with the service they are being given.

We will work with other professional agencies involved with families, attending case conferences and providing reports as required. Whilst respecting the confidentiality of information provided.

BBDN has a "Complaints Policy" which is available to parents and a record of complaints made is available in the manager's office.

BBDN will provide toys, displays and educational equipment which reflects the diversity of children in the nursery. Speaking to parents and seeking their support and help in ways to introduce and celebrate their culture within our nurseries.

Where English is a second language we will seek support, advice and additional resource from the multicultural support services, for both the nursery and the child's parents if required.

We will work with parents and other agencies to support children with special educational needs attending our nurseries (see policy on special educational needs).

We will administer medication to children in the setting as required by parents, these must be authorised in advance and be in the original container (see policy on administering medication).