



Parents in Partnership Policy

We aim to work in partnership with parents to meet the needs of the children. All children and adults are treated with equal respect and are made to feel welcome at Wise Owls.

Procedure

- Parents are requested to fill out a Contract/ Registration form prior to the start date of the child. We cannot accept a child unless the registration form has been completed correctly. This is a record of parents' and/or emergency contact details, allergy and dietary requirements, contact details for the child's GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.
- Parents are asked to fill out an 'All About Me' book about their child. This will be worked through with a staff member during the home visit and will appear on Tapestry our online learning journal.
- We will endeavour to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes, dietary requirements, dress code. Records of the requirements agreed are part of the registration forms
- We offer a staff home visit to **all** parents and children.
- We will notify all parents when inspected by Ofsted so that parents can contribute their views to the inspector if they so wish. We will make public a copy of the Ofsted report within five working days of receiving it.
- We keep parents regularly informed about our daily routines and childcare practices and share information about the children with parents using Tapestry.
- We will informally share information when the children are collected or dropped off.
- We provide a daily diary for the younger children for parents and practitioners to write relevant information down.
- We operate a 'Whiteboard System' for the older children's information.
- We offer an annual parental 'Feedback Form' to help us find out and implement what parents want and inform our best practice.
- Children will only be released from our care to the parent(s)/carer(s), or to someone named and authorised by the parent/carer. A password will be used to confirm identity if the person collecting the child is not previously known. If a child is identified as a child in need (section 17 of the Children Act 1989) we will normally, with the parent's permission, give appropriate information to referring agencies.
- We expect parents to inform us of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour, such as a new baby, parents' separation, divorce, new partner or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.
- We offer review meetings if necessary or required with parents, to discuss their child's care and any issues or concerns. If we do not share the same first language as the child's parent, we will find a way of communicating effectively with them. This may include seeking guidance from the local Early Years team.