



PARTNERSHIP WITH PARENTS

At Stepping Stones we believe that children benefit most where there is trust and mutually supportive partnership with parents. We always try to build and maintain very good relationships with the parents. Parents are the first educators of their young children and play a vital role in their lives.

Information for and from parents

Each parent is given a parent pack when their child starts the setting. This contains information about the setting, our aims and objectives, curriculum, examples of menus and activities.

Parents also may gain access to the policies and procedures with regard to different types of emergencies e.g. fire or accident, and forms such as the medicine and accident forms.

Each parent is asked to fill in an admission form containing questions about the address, date of birth, medical history etc.

Initial visits

Parents and their children are welcome to come, have a look around the setting and meet the staff before they join us. They have a chance to ask any questions considering the setting, staff or care provided.

Referring to parents and children

All parents and children are warmly welcomed and referred to by their preferred names at all times.

Exchanging information about the children

Information about the children, their progress, any anxieties, development, parents preferences considering activities, education, potty training or quiet periods etc. are achieved by regular discussions with the child's key person or if preferred in a written form. Staff observe the children on a daily basis. These observations are recorded in their individual files and parents are welcome to see these anytime.

Please note, in regard to our Confidentiality Policy, you are only permitted access to your own child's records.

Transition forms

When children are integrating between units, parents are asked to fill out a transition form to make sure all relevant information, i.e. address, telephone numbers etc, are up to date. This way we can ensure that the correct information is passed onto the next unit.

Informing the parents about illness/accident

In the case of minor accidents, the parents are shown an accident report and are required to sign it. In some cases, the parents are telephoned immediately to inform them i.e. if a child is bitten or has bitten, head injury etc.

In the case of a major accident, or illness parents are contacted immediately by a manager or in their absence the deputy manager/Unit Leader.



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Information is passed very clearly, and calmly, so that the parent can understand exactly what has happened and what is going to happen next (e.g. where the child is going to be taken to be treated). Address and telephone number are given to the parent so that they can stay in contact.

Food and Drink

Parents are required to provide information considering dietary requirements, preferences in food, its preparation methods/serving, allergies, intolerance and religious/cultural practices. A record will be made and referred to on a daily basis.

If parents prefer to provide their own food, they are welcome to do so.

Collecting the children

Parents are asked to provide information about the time of collection, as well as who will be collecting. If the parents cannot collect themselves they must inform staff who will be collecting, giving a description if they are not known to the staff, and a password.

Parents' rights under legislation

- To receive information from the setting about their child (e.g. records, observations, accident reports)
- To participate in activities.
- To be asked to give consent (e.g. to their child taking part in extra-curricular activities)
- To be told about meetings involving their child (e.g. With a special needs specialist)

Open Evening

We aim to hold one annual open evening per year where all staff attend and parents are given the opportunity to have an informal chat, look around all units, see their children's work etc.

We also aim to promote partnership with parents through:

- Homework schemes
- Chatting with parents regularly and building relationships
- Encouraging feedback, suggestions from parents
- Key-person system – key- person should liaise with their key-child's parents/guardian regularly.
- Questionnaires
- Newsletters
- Comment/suggestion Boxes etc.