

Working in partnership with parents and professionals

Aim

Honest and open two way communication is very important, particularly in the beginning while you and your child are settling into childcare life. Partnerships are built on trust and valuing each others opinions.

Working together has long lasting and beneficial effects on childrens learning and well-being

We endeavour to make ourselves available at any mutually convenient time to discuss problems or queries. It is important for your child to see that we get along and that you feel comfortable with them being in my care.

As the parent/carer you know your child best and we are very keen to work with you to help everyone settle and feel welcome and we actively encourage you to contribute to your childs learning and development.

We encourage mutually respectful relationship between parents/carers, children and ourselves to create a welcoming, inclusive environment.

Procedure

We will try to be a flexible as possible to suit your needs. Some parents like to have a chat at the end of the day while others like to read personalised diaries or whats app messages. We will work with you to agree the most suitable hand over so you know about your childs day.

We share our policies with parents and they can access them in the policy folder.

Contracts

Parents are provided with a written contract before the placement starts to avoid any confusion. The contract is signed by the parents/carers and myself and dated. We give copies to the parents/carers and any other party involved in the contractual arrangements.

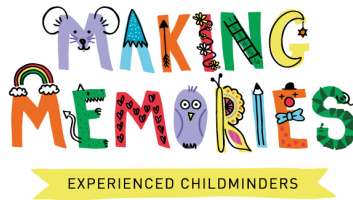
Contracts can be reviewed as and when or when circumstances change.

Monthly invoices are issued to parents

Records

We endeavour to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes. I keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, doctor's information, vaccinations, food allergies, health requirements, and information about who has legal contact with the child and who has parental responsibility for the child. These records are revisited and updated during regular reviews with parents.

Parents sign permission forms for taking photographs and doing observations, for taking the children out, for applying sun protection cream, for playing on outdoor equipment and nappy rash cream if applicable.



We complete a 'learning journey' for each child. The learning journey is a personalised book containing observations, photographs art work, achievements across the 7 areas of development. Parents can see their learning journey any time they wish. We share the journey during regular reviews with parents.

We do regular written summaries (reports) for the children to record their development and milestones which include strengths and areas requiring a little more help. We also complete a review at 27 months which complements the health reviews carried out by health visitors. All written records are shared with parents and where necessary other professionals such as health visitors during the health review.

Communication with parents

We inform parents of our weekly plans which are displayed on the parents information board

We tell parents children's individual targets for the week so they can share learning at home

We work together with parents to make sure that the care of their child is consistent.

We make time for discussion about a child's needs by sharing information with parents about daily routines and activities and in the child's home.

Ways of sharing this information can include inviting parents to add to the children's early learning journey folders, email, telephone, face-to-face meetings, daily diary,Whats app messages, photographs and informal day to day feedback.

We encourage parents to tell us about their time spent with the children as this can also be used to support development. We'd love to hear about the 'wow' moments

We will discuss any changes in the child's home circumstances which could impact on the child's development or my ability to care for a child.

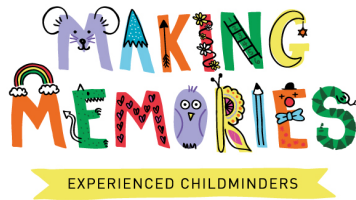
We offer regular informal reviews (every 3 months) with parents to discuss their child's care, how they feel things are going and if any changes are required. I also operate an open door policy and parents/carers are invited to speak to me at a mutually convenient time.

We welcome parents' feedback about the care, learning and education we provide and have a "comments, compliments and complaints" book in the kitchen for parents information and use. Please refer to my Complaints Policy on my procedures for managing negative feedback.

We display our Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

Other professionals

It may be useful to share information with other professionals such as Health Visitors, new/other settings, local authorities, other professionals working with the child/family such as speech and language therapist (this list is not exhaustive) Permission will be sought prior to sharing information unless we believe the child may be at risk from harm.



Ofsted inspections

We will notify all parents in advance when I am to be inspected by Ofsted (usually every 3 years) so that parents can contribute their views to the inspector.

We will supply parents with a copy of the Ofsted report within five working days of receiving the report.

Policy adopted by Making Memories

Date: August 2018

Reviewed: January 2019, June 2020, August 2021 January 23 January 2024 January 2025