



## **CAIRNDOW COMMUNITY CHILDCARE Policy No.23** **Parental Liaison/Involvement Policy Statement**

This policy was drawn up in consultation with *Committee and staff* of Cairndow Community Childcare Ltd.

### **Aims**

Parents are the first educators of their young children.

The aim of this establishment is to support and enhance the development of the children in the nursery. We respect, understand and value the contribution the parents make towards their child's learning and hope to provide support, guidance and encouragement to parents as educators. Accordingly we understand the need for regular, meaningful and positive communications between pre-school staff and parents.

N.B. The term 'parents' as is employed throughout this policy, refers to parents, guardians, carers or others in loco parentis.

### **Procedures**

This establishment operates an '**open door**' policy by:

- Providing parents with information before their child starts nursery, e.g. admission procedures, handbook
- Annually holding an induction session for parents to meet their child's prospective key worker.
- Working with parents to build up a picture of the child's development needs on starting the nursery.
- Ensuring that parents are aware of the systems and policies operating at the nursery.
- Asking the parents to bring their children into the playroom at the start of the session and joining in with activities to help their child settle.
- Informing parents regularly about their child's progress, both informally on a day-to-day basis in the playroom and formally during parental interviews and in written reports.
- Providing guidance, advice and resources to support home learning, e.g. story sacks *show and tell*.
- Making sure that parents are kept well informed of events, planned programmes of learning opportunities and meetings through notice boards, newsletters and questionnaires.
- Encouraging parents to attend nursery events and take part in the corporate life of the nursery.
- Ensuring that parents have opportunities to become familiar with "The 3 to 5 Curriculum Framework' through information leaflets and curriculum workshops.
- Summaries of establishment policies are detailed in the Parent Handbook and the full policies on display or available at all times within the establishment.

- Encouraging parental support in the playroom and providing opportunities for parents to contribute from their own skills, knowledge and interests, to the activities of the nursery.
- Encouraging parents to help on educational visits within the local community.
- Acknowledging and recording any information from parents about their child that may affect any aspects of child development.
- Making known to the parents the system for registering queries, complaints or suggestions.
- Informing and involving parents in the transition process to primary school.

In all communications with parents, staff will strive to be as sensitive as possible to the needs, apprehensions and background circumstances of the parent(s) and their child.

### **Monitoring and Review**

The overall monitoring, evaluating and review of this policy will be the responsibility of the Head of Centre.

Pre-school staff will monitor the implementation of the policy at group and individual level.

All pre-school staff will be involved in discussions when the policy is being reviewed.