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| 01 | <p>First Steps nursery recognises that working in partnership with parents is of major value and importance to the nursery in enabling a happy, caring, and stable environment for children and their parents. It is important for parents and early years settings to have a strong and respectful partnership. This sets the scenes for children to thrive in the Early Years. We aim to form good relationships with parents so that information regarding their children’s health, development, and well-being can be supported effectively by practitioners/key workers at the setting. If we have any concerns about a child’s wellbeing during the day every effort will be made to contact the parents on their contact number. It is the parent’s responsibility to update these numbers, as necessary.</p> |
| 02 | <p>Parents are requested to keep us informed of any changes to personal circumstances, e.g. change of address, telephone number, doctor, emergency contact. Parents are also requested to keep us informed of any circumstances, which could influence a child’s emotional wellbeing e.g. bereavement, separation, or illness in the family. All information supplied to the nursery will be treated in the strictest confidence.</p> |
| 03 | <p>The setting staff are available for discussions with parents/carers during normal opening hours via the telephone. Appointments outside these times can be made by prior arrangement with the manager.</p> |
| 04 | <p>When possible, to further encourage the children’s learning, interests, and development, parents are asked to share items from home, these include family books containing photographs, or could be shells or pebbles collected on a beach visit, sticks collected on a nature walk etc. Please ensure these are labelled clearly if you require them to be returned.</p> |
| 05 | <p>Information provided by parents about their children will be kept confidentially and treated on a strict need to know basis. Periodically, depending on the regularity of a child’s attendance, key workers complete focus week observations 6/9 weekly on all children through adult/child led activities. Working closely with parents to work together on supporting each child’s specific needs and interests. These observations will draw out the specific areas of the EYFS where the child has demonstrated progress or ability. These observations are done on our internet-based software package called ‘Tapestry’. Details are recorded on tablets that are held in the setting.</p> |
| 06 | <p>If parents have given their permissions to allow the use of this system, they are able to access their child’s Observations and Developmental record at any time via any online compatible devise using a secure password they have personally created.</p> |
| 07 | <p>Regular newsletters will be issued to keep parents up to date with information about the setting, up to date guidance, new developments, dates for the diary, and any changes to the team.</p> |

FIRST STEPS GUIDLINES ON PARENT PARTNERSHIP

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| 08 | Parents/carers are invited to complete a baseline assessment to support a child's key person in knowing where their child is at developmentally. Key people review a new child's progress with their key worker 6 weeks after their start date. This will be to agree their developmental level in each EYFS area and agree any changes required in the care of the child. |
| 09 | Parents/carers work with their child's key person/buddy to complete the 'All about Me' and baseline assessment before their child starts at the setting. This helps staff to support and understand the child's needs and likes, and gives a starting point to their learning and development. Depending on a child's individual needs and requirements gradual settling in sessions will be put in place to ensure the child feels secure in their surroundings. The key person/buddy will assess a child's sessions in accordance to each and every child's needs, working closely with the parents and in cases where outside professionals are involved, meeting with all parties will be involved. First Steps ensures all child's individual needs are taken into consideration before making any decisions on the sessions/days on offer. |
| 10 | Parents/carers are encouraged to partake in charitable events organised by the setting (e.g. Children in Need, Red Nose Day etc.). |
| 11 | Specific additional actions are put in place to support families with additional needs. Such families include, but are not limited to, those who speak English as an additional language, families where a parent serves in the military, families of children eligible for 2-year-old funding. |
| 12 | Periodically a questionnaire is issued to parents/carers, asking for feedback on the level of care & service offered by First Steps Childcare Ltd. This information is used to continually improve our practice. Results are communicated to parents/carers via newsletters. |
| 13 | Our practice is continually reviewed and evaluated. This is done in a variety of ways such as: <ul style="list-style-type: none"> • Regular senior team meetings between the Manager and Supervisors. • Manager and Deputy Manager led evaluations of practice. • Peer to peer observations. • Consultation with parents, carers, and other professionals visiting the setting |

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| Prepared by | First Steps Childcare |
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