



## Parents and Carers as Partners Policy

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. A two-way sharing of information is key to this. Spice Childcare welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

Spice Childcare wishes to ensure parents are an integral part of the care and early learning team within the setting.

Our policy is to:

- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the setting.
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child.
- Welcome all parents into the setting at any time.
- Welcome nursing mothers. The setting will make available a private area whenever needed to offer space and privacy to nursing mothers.
- Ensure that all parents are aware of the setting's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents at all times as they will be available in the setting and on the Spice Childcare website.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children.
- Support parents in their own continuing education and personal development.
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days and parents' evenings.
- Inform parents about the setting's activities and events through regularly distributed newsletters and via the Spice Childcare website.

- Operate a key person system to enable a close working relationship with all parents. Support two-way information sharing regarding each child's individual needs both in the setting and at home.
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. Parents' evenings will be held at least once a year. Parents will be consulted about the times of meetings to avoid excluding anyone.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and the operation of the setting.
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the setting.
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that parents understand these systems. All parents have access to our written complaints procedure.
- Provide opportunities for parents to learn about the Early Years Foundation Stage and about young children's learning in the setting and at home.
- Provide a written contract between the parent(s) and Spice Childcare regarding conditions of acceptance and arrangements for payment.
- Respect the family's religious and cultural backgrounds and to accommodate any special requirements wherever possible and practical to do so.
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. To promote practice, policy and staff development these will then be evaluated.

Internal use only

<b>This policy was adopted on</b>	
<b>Signed on behalf of Spice Childcare</b>	
<b>Date for review</b>	