# Policy on Partnership with Parents

At Monique’s, we believe that in order for children to flourish and reach their full potential, it is imperative that our staff team works closely with all parents and carers. This open relationship ensures that there is consistency between the home and nursery environment. It also enables us to have a more complete knowledge of the child and their abilities, in order to help meet their individual needs. We aim to create an atmosphere that Monique’s is a big extended family, encouraging parents to speak to us about a whole variety of topics, including concerns or issues that may arise. The list below shows ways in which we will try to achieve a strong working partnership with parents:

* Settling in sessions at the start of a child’s time at Monique’s are the first opportunity to create an initial relationship with parents. We aim to ensure parents feel calm and confident about their choice to enrol their child at our setting.
* We operate a key person system (see key person policy) which facilitates a close working relationship with all parents and supports a two-way information sharing relating to each child’s individual needs, both in nursery and at home.
* Each key person is available to the parents at any time during their set staff hours of work. If parents would like a discussion about their child’s progress, they can arrange a formal consultation with the key person at any time that suits both the parents and the key person.
* Trust is built between the nursery and parents through discretion and confidentiality. Parents are confident in the knowledge that personal information is handled carefully and sensitively by all staff.
* Parents are consulted about changes that may come about at the nursery in relation to activities, routines or specific events.
* Information regarding the children’s activities throughout the day is always available to parents on a daily basis either by verbal communication at the end of the day or in the child’s own Learning Journal. Parents have access to this via eyLog.
* The eyLog system allows parents access to all observations of their child whilst attending Monique’s, but more than that, it allows parents to be a part of that learning and support the planning for individual children’s needs. Parents can comment on what their children learn at nursery, and staff can comment on activities/trips/events that are happening at home.
* If we have any concerns about a child’s well-being during the day every effort will be made to contact the parents or their emergency contact.
* Parents are regularly asked to update their contact information as well as details about their child should anything change such as dietary requirements or allergies.
* Parents are also requested to keep us informed of any circumstances which could have an effect on a child’s emotional well-being, e.g. bereavement, separation or illness in the family. Again, these details are handled professionally and sensitively to ensure the best possible outcomes for children.
* Parents are kept informed of what their child has eaten each day with the weekly menu board in the lobby. Staff also keep a record of how many helpings each child has had of the main meal and how many helpings of pudding they have each day.
* Our newsletters help to keep parents informed of all the different things going on at nursery as well as reminders and dates for their diaries. These newsletters are a very useful tool to communicate with parents, and open up the channel for communication further. The newsletters also include activity ideas for parents to try at home with their children; these activities are specific to either the project we are doing at the nursery at the time or the time of year.
* Information written on notice board e.g. event reminders, requests for items such as cardboard boxes etc.
* Children under the age of one use a contact book; this is a daily diary of everything the child has eaten, drunk, nap times and activities throughout their childs day.
* Staff photo board ensures that parents know who everyone is at the nursery and that they feel confident to speak to any member of staff.
* We ensure that all parents are aware of the nursery’s policies and procedures. Our full policy documents are available to parents at all times in the lobby. Parents confirm that they are in agreement with our Terms and Conditions by signing the appropriate section of their child’s admissions forms.
* Consultation meetings which are arranged at least annually as is written in their admissions contract. Consultations may need to be held more regularly for the parents of children with SEND, EAL or any specific care plans.
* Conversations between staff and parents remain professional at all times. Parents should always feel valued and staff are aware that the parents are the primary educators for each child.
* Parents are invited to come into the nursery on any pre-arranged day, to observe their child in the Montessori environment. This helps the parents to better understand what Montessori actually looks like in a practical way, and opens up dialogue between the parent and the child.
* Parents also have the opportunity to come to the nursery at lunchtimes, and to see how the children all sit and chat together.
* When a child turns four, parents are invited to come for a mini celebration called a Time-line. This is where we all celebrate each of the four years that child has been alive with singing, dancing and candles.
* Each year, we hold a summer barbecue for all current families and families due to start in September. This is a great opportunity for all parents to meet each other in a more relaxed environment, talk about their children and have a fun afternoon. All staff attend and whilst it is more of a social calendar event, staff are required to remain professional for that afternoon inclusive of discussing anything that has happened at the nursery.
* We respect the family’s religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
* We will discuss and consider all parent’s suggestions that concern the care and learning of their child
* We ensure that parents/carers concerns are always listened to by staff whenever and however they are raised. The management team will ensure that parents/carers receive a prompt response to resolve any issues hastily.