

Working in partnership with parent/carer

Christine Harris assigned Parent Co-ordinator

The manager and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Children benefit most where there is a trusting and mutually supportive partnership. At Next Steps we welcome all parents as equal partners in all aspects of your child education and development; there is a two way flow of information knowledge and expertise.

Procedure of the setting

All changes and updates concerning the setting, parents are informed by a regular newsletter, daily verbal discussion, letters concerning trips

Signs & posters will be displayed around the setting of information when and as received.

Our setting will be adapted for access of Information to families when or where necessarily.

Policies are available to access where they are situated in the main entrance area.

Records of all written communication are kept centrally in a secured file

Exchange of information

General information about nursery is presented to all parents in a prospectus.

Daily discussions take place with parents entering – leaving the setting concerning their child.

A comments box is displayed in the main entrance which is checked constantly by the manager who will act on comments.

Evaluation forms which we send out enables us to enhance our setting and service we provide for the community.

Parent's access to records:-

Appointment arranged with the manager/key carer

Records are kept in a locked filing cabinet manager/person in charge has the key for access.

Dated: 29/10/2009

Review Date: 01/11/2010