



Early Learning and Childcare Centre

## **PARENTAL INVOLVEMENT POLICY**

### **Before children start Ferryfield**

- Ferryfield encourages all the parents/carers and their children to visit the premises before registering.
- All parents are expected to attend a pre-start meeting, before their child is due to begin at Ferryfield.
- All parents are offered a home visit.

### **During the Pre-Start meeting**

- When the parents attend the pre-start meeting staff will ensure the parents / carers are aware of Ferryfield's policies and procedures and are aware how they can make enquiries, suggestions or complaints.
- All available staff will welcome new parents / carers to Ferryfield and during the pre start visit we will help them to familiarise themselves with the routine of the service.

### **When the child starts Ferryfield**

- Staff will ensure that parents are aware they can have a flexible approach to the settling in period for their child.
- We welcome all contributions from parents / carers whatever form these might take and ensure they have the opportunities to contribute their skills, knowledge and interest.
- Staff will involve parents / carers in the progress of their child both formally and informally and work with them, sharing information on the progress and next steps for their child.
- Staff will ensure that the parents are aware of the Committee Meetings and that they are welcome to attend.
- We will encourage all parents / carers to take an active role in the running and management of Ferryfield.
- Parents are a valued and important part of the ethos of Ferryfield, they are the primary educators of their children and Ferryfield works hard to ensure parents feel valued and important.
- The Manager will ensure that parents who have additional support needs are supported to participate in the running of Ferryfield and will support every parent / carer to participate in the service in the way they feel most comfortable.
- Staff will ensure that parents / carers know they can discuss anything relating to their child, with the Playleader of their choice, in confidence and private.

### **Toileting**

- Parents / Carers are not allowed to take children (other than their own) to the toilet in Ferryfield even if they know the child very well. They should remove themselves from bathroom area if a child goes in to use the toilets.

Adopted by the Committee .....

Date .....

August 2016