

**Partnership with parents**

We believe that parents/guardians are the prime carers and educators of their children, and as such, we would like parents, relatives and those close to your child to feel they are part of our large 'family'. Although we appreciate that many parents will have very busy schedules, they are welcome, at any time, to be involved in nursery life as much as they feel necessary. Parents are welcome into the nursery at any time to be with their child but for security purposes this may need to be arranged with the person in charge at the time. Parent helpers are also welcome at any time by arrangement with the nursery manager. Parents are always welcome to share their ideas and thoughts regarding the service we provide or their child's progress and development at the nursery.

It is a legal requirement that parents are provided with the following information:

* Two monthly plan of activities
* Daily routines
* Staffing provision within the setting
* Food and drinks provided
* Nursery policies and procedures
* Complaints procedure
* Details of how to contact Oftsed
* Details of procedures to be followed if children are not collected
* Details of procedures to be followed in the event of a child going missing

It is also a legal requirement that the nursery obtains from parents the following information before a child is admitted into the setting:-

* Emergency contact numbers
* Any child’s special dietary requirements
* Any child special health requirements
* Information regarding who has legal contact with the child and who has parental responsibility for the child

A parents committee will be offered where parents can meet with nursery managers and staff on a termly basis and discuss ongoing nursery events, issues and matters. All parents will have the opportunity to be involved in the parents committee.

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| **This policy was reviewed on** | **Nursery Staff Signature** | **Date disseminated to staff** | **Date for review** |
| January 19 |  |  | January 20 |