

# Maple Minis

## Parents and Carers as Partners

At Maple Minis we believe that parents and staff need to work together in a close partnership in order for the babies and young children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to include them as an integral part of the care and early learning team within the nursery.

The key person system supports engagement with all parents and will use strategies to ensure that all parents can contribute to their babies' learning and development. Parents contribute to initial assessments of the starting point of their baby on entry, and they are kept well informed about their progress through both daily discussions, and when engaged in their baby's Personalised Play Plan discussion. Parents are encouraged to support and share information about their children's learning and development at home. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most baby and young children's individual needs.

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 nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time which is compatible with the mother's school timetable. Provide an area where parents can speak confidentially with us as required.
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications
- Ensure that all parents are aware of the nursery's policies and procedures. A nursery information booklet will be provided and our full policy documents are available both in nursery and on the nursery website for parents to view if required.
- 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 including helping them to develop their parenting skills through both sessions in nursery and signposting to other agencies eg Children's Centres.
- Create opportunities for the parents to talk and share experiences in a secure and supportive environment.
- Inform parents about the range and type of activities and experiences provided for the babies and young children, the daily routines of the setting, the types of

food and drinks provided for children and events through the nursery newsletter/ nursery website.

- Give the name of the key person of their baby to the parent and explain their role on the home visit and when the baby starts nursery to support two-way information sharing about each child's individual needs both in nursery and at home.
- Inform parents on a regular basis about their child's progress and involve them in shared record keeping via Tapestry.
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Communicate the nursery day to the mother during morning and afternoon handover or at any other time if needed.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities
- Operate a key person system and enable parents to establish a good working relationship with nursery staff should they have any queries, compliments, complaints or suggestions, and to check that these systems are understood by parents.
- Make sure all parents have access to our written complaints procedure
- Share information about the Early Years Foundation Stage, young children's learning in the nursery, how parents can further support learning at home and where they can access further information
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future policy and staff development.

**Date of Policy - Feb 2021**

**Date of Review – Feb 2023**

**Signed**

**Nursery Manager.....**

**Deputy Nursery Manager.....**