

# Woodentops Preschool

## 10-Working in partnership with parents

**Aim:** To ensure the children receive quality care and education that suits their individual needs, parents and staff need to work closely together.

### Prior to looking after the child

We will, at the home visit

- Agree and sign written contract with parents.
- Inform parents where they can access up to date copies of our policies: -in the red folder in the foyer and on the website [www.woodentops-potton.com](http://www.woodentops-potton.com).
- Discuss the personality, likes/dislikes, current routine of the child.
- Discuss any medical /cultural /dietary /educational needs of the child and gain a clear understanding of what we need to do for the child in this respect.
- Understand what would comfort the child if he/she is upset when we first care for him/her.
- Talk to the parent about our preschool, our children and what a typical day would look like for their child at preschool.
- Ask them to provide a change of clothes/outer wear including winter hats and gloves, sun hats / sun lotion - all named.
- Ask if they could bring a "Special thing" personal to the child, for use as discussion and getting-to-know-you points.

### Whilst looking after the child

- Encourage parents to let us know of any changes to their child's medical /cultural /dietary /educational needs.
- Will try to note what child has done during their session in the diary.
- Discuss any special events or achievements of the child.
- Discuss any behavioural issues if required, or any other concerns we may have.
- Text parents if their child has had a bump (accident) whilst at Woodentops.
- Give parent/carer any accident or incident reports affecting their child.
- Talk to the parents about what the child has learnt and encourage continuity of teaching in the home.
- Ask the parent if they would like us to encourage the child to learn anything specific to provide continuity.
- Gain permission for any ad hoc outings we would like to take their child on.

We would politely request you inform us of any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

If you have any concerns or issues regarding the care we provide for your child, please do let us know. Often a concern is a simple misunderstanding that can easily be resolved; un-aired it can fester and become a major issue.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	

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