

# 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 parents must: -**

1. Fill in and sign an Enrolment form- <https://form.jotform.com/203571404777054>
2. Fill in and sign the contract- <https://form.jotform.com/211372421928049>
3. Fill in and sign an All About Me form- <https://form.jotform.com/203263660035043>
4. Fill in and sign the Health Care Plan- <https://form.jotform.com/211922935614052>
5. Fill in the appropriate age-related development checklist.

These forms are emailed over as soon as a parent expresses an interest in using Woodentops as their child's early years setting. A filled in Enrolment secures the child their space at Woodentops.

### **Prior to looking after the child we will: -**

- Read and check through all the filled in documents (see above)
- Inform parents where they can access up to date copies of our policies: -in the red folder in the office, on the website [www.woodentops-potton.com](http://www.woodentops-potton.com) and on the Family App

### **At the Settling in Visit, we will: -**

- Discuss the personality, likes/dislikes, current routine of the child with parents
- 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 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**

- Ensure each child has a named key person.
- The key person to offer to meet the parents each half term
- Woodentops to provide a secondary key person for each child in case their primary key person is unavailable.
- Ask parents to provide a change of clothes/outer wear including winter hats and gloves, sun hats / sun lotion - all named.
- Ask parents to let us know of any changes to their child's medical /cultural /dietary /educational needs when it happens.
- Discuss any special events or achievements of the child.
- Discuss any behavioural issues if required, or any other concerns we may have.
- Inform parents via the Family App if their child has had an accident or incident whilst at Woodentops.
- Give parent/carer any accident or incident reports affecting their child at pick up.

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- 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.

## Concerns

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-aided it can fester and become a major issue.

This policy was adopted on	25 <sup>th</sup> March 2019
Policy reviewed	31/12/21
Date for review	Jan 23