Parents as Partners Policy & Procedure template:

Sample Policy Statement:
NAME OF SERVICE affirms the crucial role of parents as primary educators of their children. The childcare service is committed to working together with parents to ensure quality care and learning for their child and to providing regular feedback on their child’s progress. It is the policy of the service to be open, inclusive, welcoming, accepting, and respectful of all parent/guardian/carers using the service and to involving them in the planning and development of the service.

Points to consider for developing the service’s own policy and procedures:

- Statement as to why you value partnership with parents/carers/families.
- Greeting on arrival and departure times
- Open Door Policy
- Information about the service including care programme
- Procedure for encouraging partnership with parents/carers/families such as a parent meeting room/area
- Sharing of information on children’s progress and development on a daily, weekly and other basis
- Consultation processes with parents/families/carers
- Opportunities for formal and informal communication
- Information about meetings/activities.
- Information on opportunities for parental input into policies.
- Involvement on management committees as applicable
- Parental input into activities, outings and fundraising events
- Methods of information exchange e.g., open days/evenings, noticeboard, parents forum, newsletter, website, texting, emails, notes
- Information on how parents/carers/families contribution of their skills and sharing of individual interests are valued and accommodated in the childcare service
- Information on how family customs, belief, language and culture are supported and included at the service
- Meetings which are facilitated regularly at mutually agreed times to meet the needs of families.
- Parental notice board which displays information which is legally required by (HSE, POBAL, NERA, National Consumer Agency)
- Notice board with relevant information which supports the child’s holistic development based on the whole child perspective (leaflets pertaining to individual, family, community, society),
- Inform parents as to how you document children’s learning and give visibility to children’s learning in the service i.e., photographic displays, learning stories, observations, children’s portfolios.
- Networking opportunities for parents/carers/families such as workshops, information sessions.
- Providing opportunities and time for parent/guardian/carers to talk individually with staff/management on:
  - Child’s progress and observation records.
A joint strategy for behaviour management.
- Setting realistic goals for their child.
- Changes in the family home.
- Difficulties or concerns.
- Suggestions for the service.
- Joint evaluation of the childcare service.
- The services comments/complaints procedure

This policy links with other policies at; NAME OF SERVICE;
- Complaints/Comments policy
- Settling in Policy
- Communication policy
- Confidentiality policy
- Communications policy
- Equal Opportunities policy
- Inclusion Policy
- Health and Nutrition Policy
- Open Door policy
- Child Protection Policy
- Arrival and Departure Policy

This policy was agreed and adopted by (name of the childcare service)

Date: ______________________________

Signed by: __________________________ On behalf of the management

This policy will be reviewed by (name) in collaboration with staff and parents on (insert date here)