Partnership with Parents Policy

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.

Sample Policy Statement

Named service gives parents and families opportunities to share, get involved and make suggestions about all the activities happening in our service. Families are the most important people in their children’s lives and we are committed to be open, inclusive, welcoming, accepting, and respectful of all family types. As a partnership we ask families to show respect and value for all staff, children and families in return.

This policy is underpinned by the National Standards for Preschool Services 2010.

Sample Procedure:

- Families will be greeted on arrival by a member of staff ideally the child’s ‘key worker’. This is an opportunity to share information and grow the relationship between setting and family.
- **Named service** has an Open Door Policy where families are welcome in the setting throughout the day and do not have to make an appointment if they would like to visit.
- We will share information with our families in number of ways including daily conversations, letters, emails, the website, our newsletter and text messages.
- Our setting provides a family room which is used for tea and coffee in the morning and are quiet space for families to meet with both staff and manager.
- Information on children’s progress, interests and development will be shared daily through conversation and scheduled parent/key worker meetings for more in depth information.
- **Named service** ensures all families are consulted with during periods of change or decision making.
- There are lots of opportunities for formal and informal conversations with both staff and manager.
- Involvement on management committees (if applicable).
- We ask families to get involved with activities, outings and fundraising events. It is voluntary and there is no obligation to take part.
- Information on how families contribution of their skills and sharing of individual interests are valued and accommodated in the childcare service.
- We value and appreciate any information on 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.
• Family notice board which displays information which is legally required by (HSE, POBAL, NERA, National Consumer Agency)
• Notice board with relevant information e.g. Importance of Play
• Information about how you document children’s learning i.e., photographic displays, learning stories, observations, children's portfolios.
• Learning opportunities for families such as workshops, information sessions
• As a partnership we ask all families to respect the staff, children and other families in the setting
• Any complaints, concerns or comments should follow the procedure
• Providing opportunities for parent to meet with the child’s key worker to talk about:
  • Child’s progress and documented learning
  • Sharing of photos, videos and art
  • The child’s relationships and interests
  • Suggestions for the service.
  • Joint evaluation of the childcare service.
  • Joint behaviour management if necessary
  • Difficulties or concerns.
  • the services comments/complaints procedure

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

Date:__________________________________

Signed by:___________________________ on behalf of management

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