



Sample Partnership with Parents Policy

'Parent' also refers to carers/ guardians

Statement of Intent

At _____, we promote the active participation of parents in the planning and development of our service. We encourage a close working relationship between staff and the parents of the children attending the service. We strive to create an environment that encourages parents to be actively involved. We recognise that it is in the best interest of the child that parents and childcare services work together in partnership to support children in early years care and education.

Procedures

Communicating with Parents

- Staff have daily informal contact at the beginning of the day and end of each day to discuss with parents their child's care and progress.
- Every child has a diary/ communication book that is updated daily by their child's key worker, informing parents of children's care and activities during the day. Parents are asked to update the diary/communication book with their children's care at home to facilitate shared communication between the parent and the key worker on a child's individual care.
- Parents are invited to discuss their children's needs, care, progress, interests, achievements and difficulties – both informally on a daily basis and formally at arranged meetings. Meetings are held twice a year or can be scheduled as required.
- Parents receive updated information about the pre-school service and events, through a regular news sheet and parents notice board located in _____
- Parents are provided with a handbook giving details of the service in advance of the child entering the service

Parents as Partners

- In the event of a child having specific learning needs, Individual Education Plan (IEP) will be planned and developed in consultation with parents
- Parents will be given regular information on the key policies and procedures of the service to ensure they are aware of the services systems and policies in place.
- Parents are welcome to visit the service at any time and see it in operation
- Parents are invited to become involved in any decision making policy or any aspect of the service that affects their child.
- Parents will be given opportunities to contribute their own skills, knowledge and interests to the activities of the childcare service.
- Parents are encouraged to work as volunteers in the service (if appropriate.) This provides parents with experience of the day to day activities of the service. All volunteers will be given an induction and will undergo Garda vetting procedures, in order to comply with the Child Care (Pre-school Services) Regulations, 2006.
- Parents are invited to contribute in other appropriate ways to the successful development of the service, e. g. becoming a member of the Management Committee or a fundraising sub-committee.

The Childcare Setting

- A Parents *Area or Room* will be provided where possible, so that parents can discuss matters confidentially.
- A Parents Notice Board and news sheet will be provided and updated by staff members each term.
- To make all families welcome and feel a sense of belonging, images and posters will be used to reflect the diversity of children and families.

Date Adopted:	
At Meeting of:	
Signed:	
Reviewed:	

This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009