

3. Partnership Working

3.1. Parents as Partners

It is very important for your child that we work in partnership. This will give your child continuity of care and he or she will not become confused with different standards of behaviour and boundaries.

As parents you are the central adults in your child's life and the ones making decisions on their behalf. We will endeavour to work closely with you in order to carry out your wishes for your child wherever we can. It is therefore important that we have an excellent communication system. We appreciate that as a working parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so we like to use a parent–nursery contact book for daily communications. We will complete a page each day that will include what your child has eaten, naps, activities, milestones achieved, etc. We would request that you use this book to note down if your child has had a disturbed sleep, is not feeling well or any other piece of information that will help us to provide him or her with the best care we can. Each child is allocated a key person and they will be available for you to speak to on a daily basis, to exchange information and to discuss any concerns or issues.

We are always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone. We would also appreciate it if you could inform us if there are any changes to your contact numbers, including work and mobile numbers and those of your emergency contacts.

As your child grows and develops, issues will crop up that are very important for us to discuss in order that we can work together and your wishes can be incorporated into the care routine for your child. These could include weaning, potty training, managing behaviour, starting school, etc.

If you wish us to incorporate a special activity into our routine — perhaps a festival or religious holiday that you celebrate then please let us know.

If we have any concerns about your child's behaviour, development, eating, etc we will share them with you and if necessary work with you to seek support from outside agencies.

If your child is already involved with other support agencies, eg Portage, please let us know. With your permission we may be able to work directly with these organisations to provide a more comprehensive service for your child.

If you have any concerns or issues regarding the care we are providing for your child please discuss this with us. Often a concern is a simple misunderstanding that can easily be resolved; if un-aided it can fester and become a major issue.

We welcome input into our nursery from parents. Please discuss with the manager or your child's key person if you would like to help within the setting. This might include working as a volunteer, assisting with outings, providing specialist information or skills, helping with writing of policies and procedures, and providing feedback.

We are very much looking forward to working in partnership with you to care for your child.

3.2. Transition

As an Ofsted-registered nursery adhering to the Early Years Foundation Stage Curriculum, we are very aware of the need to support both children and their families during the transition to another setting. This could be a child leaving the nursery to attend another setting, moving areas or start school.

We will discuss any transitions with parents in advance and plan how we can support their child to make the change. This may involve reading books about starting school, visiting the school, talking with them and listening to their concerns. We can link activities to the transition and offer emotional support when needed. We can also help them to develop personal care skills so they can be independent in the new setting, eg putting on their own clothes/shoes, going to the toilet unaided, etc.

We are happy to work with other settings, with your permission, to help smooth the transition for your child. Your child's Key Person can sometimes be made available to take your child on visits to help them to become familiar with the new setting.

We will provide parents with a transition form including development records on their child and a leaving profile that can then be shared with the new setting. This will aid continuity of care and support for the child.

If you have any concerns regarding this policy please contact us.

3.3. Working with Other Settings

As an Ofsted-registered nursery adhering to the Early Years Foundation Stage, we will work with other settings that your child attends, eg pre-school, childminders, etc, to ensure that your child benefits from our joint approach.

We will, with your permission, discuss with the other setting what activities they are currently planning for your child and link this into our own practice where possible. This will extend his or her understanding and learning. We will make available the Learning Journey and development records that we complete on your child to the other setting if required and ask to see theirs on a regular basis. This will enable us to work as a team and provide real continuity for your child's development.

If you have any concerns regarding this policy please contact us.