

PARENTAL INVOLVEMENT AND SETTLING IN

- parents/carers will be encouraged to visit the provision with their child before registering
- prior to a child starting parents are fully informed of the policies and procedure of the provision including their statement of purpose and operational plan
- parents will provide the provision, prior to child starting, a comprehensive and detailed account of the needs and preferences of their child
- every effort will be made to provide translation services or interpreters, as needed for parents/carers whose first language is not that of the provision
- parents/carers will be encouraged to accompany their child during his/her settling in period
- new parents/carers will be welcomed and helped to become familiar with the day to day routine of the provision and good practice
- parents/carers will be encouraged to participate in the provision 's activities, to learn about the pre- school curriculum and the importance of play in the child's development both in the provision and at home
- all contributions of all parents/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interest
- all parents/carers will be encouraged to discuss the progress of their child formally or informally
- parents have the right to access their child's records
- all parents/carers will be notified about meetings and relevant training, these will be held at various times and venues
- all parents/carers will be made aware of how any queries, compliments complaints or suggestions can be made
- all parents/carers will be given a copy of the provision's complaints procedure
- all parents/carers will be given the opportunity to talk and discuss personal matters relating to their child, in confidence and in privacy, on a daily basis if required.

SETTLING CHILDREN INTO THE PROVISION

- all children's individual needs will be taken into consideration when settling into a provision
- children will be permitted to bring comfort toys etc. to the provision
- parents will be encouraged to accompany their child to the provision for initial visits prior to starting
- arrangements may be made for parents to leave him/her initially for short periods and gradually extending to the full session when s/he is ready

- the provision will work in partnership with parent/carers during settling in period.