



## **Partnership with Parents**

At Zeeba Daycare, we believe that a good relationship between the nursery staff and the parents / carers is essential for a happy and settled child. This partnership is key to providing a positive, caring and stable environment.

We aim to ensure the staff team are friendly and approachable, sensitive and attentive to the needs of our parents /carers and the needs of their children.

Parents /carers are highly valued and respected. We recognise and support parents /carers as their child's first and most important educators, and welcome them into the life of the nursery

This will be achieved by:

- Meeting with the parents /carers and the child before they begin nursery and discussing routines, dietary needs, dislikes and favourites.
- Respecting the family's religious and cultural backgrounds and beliefs and accommodating any special requirements wherever possible and practical to do so.
- Where families and children use languages other than English, we will ask parents /carers to contribute a list of key words and greetings in the home language, which can be used by practitioners and other children in the nursery. This will ensure that the child and parent / carer feel involved and valued. We will endeavour to provide appropriate support for those parents / carers that do not speak or understand English when talking about their child's learning or progress.
- The manager and key person / buddy key person will always be available for discussions with parents / carers. The key person will be the first point of reference for development issues and maintaining a two way communication between the nursery and home (please refer to our Key Person Policy).
- Information provided by parents / carers about their children will be kept confidential and treated on a strict need to know basis for nursery staff (please see our Records, Sharing Information and Confidentiality Policy).
- A parents' board is in all our nurseries, with information on opening times and contact numbers, how to contact Ofsted, activities planned, menus and any other information relevant to the nursery.
- Ensuring all our policies are available for our parents in our policy folder in the main reception area of the nursery or in the management office. The main policies are available on [www.zeebadaycare.co.uk](http://www.zeebadaycare.co.uk). We encourage parents to familiarise themselves with these in order to understand and adhere to them.
- On registration, parents will be made aware of our main policies through our parents' welcome pack.



- A staff board, showing the staff photos, names, title and qualifications.
- A key person / buddy list in each individual rooms
- We will be available every day, at the start of your child's day and when you come to collect your child and will ask you to pass on any information on your child's wellbeing to the key person or the buddy
- Information regarding children's activities throughout the day is always available to parents / carers on a daily basis through verbal communication, communication books and information displayed on the notice board.
- Providing opportunities for parents / carers to learn about the Early Years Foundation Stage and about young children's learning in the nursery, and how parents / carers can share learning at home and where they can access further information.
- Activities, topics, daily routine and weekly planning are displayed in each room.
- Each nursery has a monthly newsletter. This is accessible for our parents to read on our Zeeba Daycare website on [www.zeebadaycare.co.uk](http://www.zeebadaycare.co.uk) . It will let parents / carers know what their child will be doing for that month, information about the nursery, upcoming events, staff changes etc. The newsletter will also be displayed in the nursery. More printed copies will available on request.
- When possible, to further encourage the children's development, parents / carers will be asked to send in resources from home.
- Parents / carers are welcome to arrange a time to come in and help out with different activities, talk to the children about their job roles, to contribute their own skills, knowledge and interests to the activities of the nursery.
- The children's records of development are kept on an online individual 'learning journey' through the 'Tapestry' system. Parents can access and contribute to their children's observations, photographs and even video from their time at Zeeba Nursery by logging on to the secure server.
- Each nursery holds between 2 to 3 Parent's Evenings per year. This is the time for you to formally meet with your child's Key Person and discuss your child's progress and achievements. Parents are welcomed to contribute with their comments / feedback on the report.
- Parents will be invited to review with the key person their child's progress check (between the age of two and three). They will discuss how the summary of development can be used to support the learning at home. Parents will be encouraged to share this information with other relevant professionals. No information will be share directly with other relevant professionals without the consent of the parents / carers.



- We have parents events organised throughout the year for parents / carers to get involved and enjoy: 'Stay and Play' sessions, a "dad's day", "mother's day tea" and Christmas Carols concert.
- Parents will be invited to join us on trips and outings.
- From time to time, we will send ideas of activities to do at home to encourage parents to be actively involved in their child's learning.
- The Zeeba Nursery team will be happy to advise you with any childcare issues you may have regarding potty training, good eating habits, positive behaviour and playing together.
- Find out the needs and expectations of parents / carers. Depending on the nursery, these will be obtained through regular daily conversations, feedback via questionnaires, parents' evenings, parents meetings, and parents' suggestion system.
- Inform parents / carers how the nursery supports children with special educational needs and disabilities (please refer to our Special Education Needs and Disability policy).
- The sharing of information between the nursery and the child's parents / carers is vital for the identification of the children's individual learning needs. If a child has a difficulty in any area, together we can respond quickly to support the child's individual learning and development. We will help families to access relevant services from other agencies as appropriate.

See our Record, Information Sharing and Confidentiality policy for more details.

- If the parent / carer cannot be contacted and the child has been absent for more than a week the manager should contact Children's Social Care for advice if the absence raises concerns. In all circumstances if a child has been absent for more than two weeks the manager / person in charge must contact children's Social Care.

Children's Social Care Services contact: