

## **Parental Involvement policy**

**Jolly Tots works solely on the basis of parents and staff working together in partnership with each other. It is a requirement of our Child Agreement that both parties must be completely honest at all times. This includes advising us of any change in circumstances for the child or the family. All parents are asked to fill out a child agreement which is signed by themselves.**

**Our aim is to :**

**Recognise that parents are the child's first and most valued educators.**

**Include parents in Jolly Tots and keep them informed at all times. This will be achieved, formally through half termly newsletters and daily through the diary if requested and verbally on a daily basis. Parents will always be encouraged to phone or text throughout the day with any concerns that they may have about their child. Please do however note that when we answer your enquiries it does take a member of staff out of the childcare ratios and would therefore ask you to only make contact if you have genuine concerns.**

**To offer support and advice about any issues of concern.**

**Where necessary introduce them to other agencies. If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parents' permission give appropriate information to referring agencies.**

**We share record keeping with parents and encourage all parents to have a look in their child's learning journals periodically. These show how they are developing together with photographs, artwork and observations. We request that all parents keep us informed of their child's development and write to us every half term commenting on any recommendations that they may wish to make.**

**We have a poster on the wall advising parents how to make an official complaint if needed. All complaints will be investigated.**

**All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.**