

WORKING WITH PARENTS - CHILDMINDER

Working with parents

Aim

We aim to work in partnership with parents and carers to meet the needs of the children we care for.

We respect that parents are children's first and most enduring educators. When parents and childcare practitioners work together in early year's settings, the results have a positive impact on children's development and learning.

We treat all children and adults equally and create a welcoming, inclusive environment in our home.

Procedure

We keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications such as *Early Years Educator* and *The Childcare Professional*.

All parents have access to a copy of our policies and procedures, information about the types of activities provided, the daily routines and how parents can share learning at home.

Contracts and records

We draw up and sign a written contract with parents before the placement starts. The contract is signed by the parent/s and ourselves and dated. We give copies to the parent/s and any other party involved in the contractual arrangements.

We review the contract with parents every 12 months or when circumstances change, making amendments as required. Invoices and receipts are available upon request for all payments received from parents.

In the introductory process we will discuss with parents' their requests for the care of their children according to their values and practices, preferences and attitudes. We will aim to meet these as far as practicably possible and with consideration to the needs of other children and families and the childcare provision as a whole. If we are able to offer a childcare place at Little Lizzies and agree childcare arrangements, contracts will then be completed.

We keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, food allergies, health requirements, and information about who has legal contact with the child and who has

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parental responsibility for the child. These records are revisited and updated during regular reviews with parents.

Communication with parents

We work together with parents to make sure that the care of their child is consistent.

We make time for discussion about a child's needs by sharing information with parents about daily routines and activities in our setting and in the child's home.

Ways of sharing this information can include inviting parents to add to children's Learning Journals and daily diaries, email, telephone, face-to-face meetings, and informal day to day feed back.

We will discuss any changes in our, or the child's home circumstances which may impact on the child's development or our ability to care for a child.

We offer review meetings with parents to discuss their child's learning and development, share observations and discuss next steps. Parents are encouraged to discuss any aspect of their child's learning and development with us at any time.

We welcome parents' feedback on our service. Please refer to our Complaints Policy on our procedures for managing negative feedback.

We display our Ofsted registration certificates and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

Ofsted inspections

We will notify all parents in advance when we are to be inspected by Ofsted so that parents can contribute their views to the inspector.

We will supply parents with a copy of the Ofsted report within five working days of receiving the report.

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.

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Childminder's name	Lorna Ford
Childminder's signature	
Date	18-6-18
Childminder's name	David Ford
Childminder's signature	
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2019

This policy supports the following requirements and standards:

England

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements

Information and records

Learning and development requirement

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