

Jitterbugs Parents/Carers as Partners Policy

At **Jitterbugs** we welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. When we refer to 'parents', we mean both mothers and fathers; these include both natural or birth parents, as well as step parents and parents who do not live with their children but have contact with them and play a part in their lives. 'Parents' also includes same sex parents, as well as foster parents/carers. We are committed to supporting parents/carers in an open and sensitive manner and include them as an integral part of the care and early learning team within the nursery. We acknowledge that parents/carers are their children's first and their most important primary educators. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The Children Act (1989) defines parental responsibility as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'.

Our key person system supports engagement with all parents/carers and we use strategies to ensure that all parents/carers can contribute to their child's learning and development. We ask parents/carers to contribute to the initial 'all about me' forms upon their child starting so we have greater awareness of their routines and their development. Parents/carers are kept well informed about their children's progress. We encourage parents to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home too.

The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs. As a setting we highlight the importance of all staff working with each child and to have awareness of them as individuals. We provide a secondary key worker system if the child's main key worker is absent but ensure all staff within the unit know each child individually in able to support their learning and development. This helps to ensure all children have a secure environment in which to learn in and have strong attachments with all staff in their room to promote their holistic wellbeing.

Our Aims:

- We will make parents/carers aware of Jitterbugs' routines and policies
- We will ensure that parents/carers are regularly informed about their child's day through daily conversations
- We will strive to provide parents/carers with at least one weekly observation through Parent Admin. Parents and carers will also have access to their child's termly reports on Parent Admin, which are completed by key workers. Upon request, parents and carers can receive a copy of their child's assessment
- Recognise and support parents/carers as their child's first and most important educators and to welcome them into the life of the nursery
- Generate confidence and encourage parents/carers to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time and provide an area where parents/carers can speak confidentially with us as required
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure nursery documentation and communications are provided in different and accessible formats to suit each parent's needs

- Ensure that all parents/carers are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents/carers at all times upon request
- Maintain regular contact with parents/carers to help us to build a secure and beneficial working relationship for their children
- Support parents/carers in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training, where required
- Create opportunities for parents/carers to talk to other adults in a secure and supportive environment through such activities as open days and parents' evenings
- Inform parents/carers about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through monthly newsletters, parent admin and the nursery website
- Operate a key person system to enable parents to establish a close, working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in nursery and at home. Parents/carers are given the name of the key person of their child and their role when the child starts and updates as they transition through the setting
- Inform parents/carers on a regular basis about their child's progress and involve them in shared record keeping. Parent//carer partnerships are held at least twice a year. These meetings allow us to share information about what their children do while at the setting. Meetings may take various forms, including informal open evenings, tours of the building, or more formal appointment-based conversations. We aim to offer partnerships in different ways
- Our digital notice boards in both entrances will display the daily menu, upcoming events, our monthly newsletter, support for parents and carers through other agencies, along with other information that parents and carers may need to be aware of.
- Parents/carers are encouraged to visit the Jitterbugs website, where they can access information about the nursery.
- Parents/carers are encouraged to follow the nursery on social media to keep up to date with events within the nursery and to access information that we share regularly. This includes things such as activities, events, special occasions and important and relevant information. As a nursery we do not display photos of children's faces on any of our social media platforms
- Parents and carers are asked to sign a Home/Setting Agreement to ensure that both parties abide by the stated expectations.
- We encourage parents and carers to bring in items for any topics the setting is undertaking, as well as to contribute to interest tables, etc.
- We encourage parents and carers to continue their children's learning at home through nursery home links, story sacks, themed learning bags, and Talk to Me/Share with Me forms.
- We provide opportunities for parents/carers to contribute their skills, knowledge, and interests to the activities of the setting.
- We ensure that all staff at Jitterbugs are friendly and approachable so that parents/carers feel comfortable discussing any issues they may have.
- We display relevant information on the parent/carers notice board located in the entrance hallway outside the Caterpillars and Cocoons rooms for parents/carers to view. This board will have information on how to contact Ofsted along with other key information.
- We inform parents and carers of any changes to the setting, including staff changes.
- All key worker groups will be displayed within or outside the child's room.
- We will ensure that parents and carers are informed when their child is due to move to the next room. They will receive a video introducing the team members in the new room and will have the opportunity to meet them in person when they are shown around the room their child is moving to.
- We introduce new parents and carers to their child's key worker.

- We ask parents and carers to introduce any family member who will be collecting their child.
- We offer support to any parent/carer who needs it, whether due to communication issues or disabilities.
- Actively encourage parents/carers to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form
- Consider and discuss all suggestions from parents/carers concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents/carers to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities
- Inform all parents/carers of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents/carers
- Make sure all parents/carers have access to our written Complaints and compliments policy
- Share information about the Early Years Foundation Stage, children's learning in the nursery, how parents/carers can further support learning at home and where they can access further information
- Provide a written contract between the parent(s)/carers and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so
- Inform parents/carers how the nursery supports children with special educational needs and disabilities
- Find out the needs and expectations of parents/carers. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents/carers to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2026</i>	Katie Turrell /Chloe Marson	2 years