



Involving Parents and Carers Policy

At Kids2Day Pre-School we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents and carers fully informed of policies, events and activities at the Pre-School, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Setting.

We do our best to keep parents informed about the Pre-School by:

- Inviting parents to visit the setting before their children start.
- Notifying the parents of their key person when they start at the Preschool and sending them a copy our **Pre-School Handbook** which outlines how the Pre-School operates and includes contact details and important policies.
- Making all of our policies available at the Pre-School for parents to consult whenever they like.
- Producing a termly newsletter to keep parents up to date with news, events, new staff, changes to fees, etc
- On request, Provide translations of our key policies and documents for parents who are non-English speakers, where possible.
- Using the Ovivio app to share information between the parents and preschool, record diary entries and observations.

We actively welcome parents and invite their input into the Pre-School in the following ways:

- We collect information from parents which will help their child to settle at the setting (via the **Registration** and **Medical** forms and, the **All About Me sheet**).
- We involve parents in settling their children in at the Pre-School (in accordance with our **Child Induction** policy).
- We consult fully with parents to establish the care requirements for children with additional needs.
- We greet all parents when they arrive to collect their children, and exchange any relevant information (eg any accidents, participation in today's activities, etc).
- We can be contacted at all times, even out of Pre-School hours, via telephone and email or Ovivio app.
- We gain regular feedback and reviews from parents.
- We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
- All of our staff wear uniform so that children and parents can easily identify them.
- We obtain parental permission for outings, photographs, applying sun cream, etc.
- We can arrange for parental discussions with staff outside of Pre-School hours if necessary.
- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our **Complaints** policy.

This policy was adopted by Kids2Day Pre-School	Date: 16.02.26
To be reviewed: Feb 27	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*: Section 1 Learning and development requirements, Section 2 Assessments, Section 3 Safeguarding induction [3.1-3.3], Safeguarding [3.4-3.6], child absences [3.11-3.12], supporting and understanding children's behaviour [3.73-3.75] Special educational needs [3.76] accident or injury [3.77-3.78], information about child [3.96 - 3.99] information for parents and carers [3.97], complaints [3.98- 3.104]