

Working in Partnership with Parents Policy

It is very important for your child that we work in partnership. This will give your child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

As Parents, I respect that you are the central adults in your child's life and the ones making decisions on their behalf. I will endeavour to work closely with you in order to carry out your wishes for your child wherever I can. It is therefore important that we have an excellent communication system. I appreciate that as a working Parent you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so I like to use a Parent/Childminder contact book for daily communications.

I will complete a pages each day that will include what your child has eaten, naps, activities, milestones achieved etc. I would request that you use this book to note down if your child has had a disturb sleep, is not feeling well or any other piece of information that may help me to provide him/her with the best care I can. I am always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone.

You will also all receive a copy of my policies and procedures and the opportunity to discuss any issues as our regular review meetings. (Every 3 months)

I would also appreciate it if you could inform me if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

As your child grows and develops issues will crop up that are very important for us to discuss in order that we can work together and your wishes be incorporated into my care routine for your child. These could include weaning, pottng training, managing behaviour, starting pre-school etc.

If you wish me to incorporate a special activity into my routine, perhaps a festival or religious holiday that you celebrate please let me know.

If I have any concerns about your child's behaviour, development, eating etc I will share them with you and if necessary work with you to seek support from outside agencies.

If you have any concerns or issues regarding the care I am providing for your child please do let me know. Often a concern is a simple misunderstanding that can easily be resolved; un-aired it can fester and become a major issue.



morris minors

Contracts and records

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

I review the contract with parents if or when circumstances change.

I issue a receipt for all payments received from parents.

I meet parents' requests for the care of their children according to their values and practices, preferences and attitudes.

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

I welcome parents' feedback on my service and offer opportunities to discuss this at our regular meetings (every 3 months) I also request that parent complete questionnaires to obtain this feedback. Please refer to my Complaints Policy on my procedures for managing negative feedback.

I display my Ofsted registration certificate and the Ofsted poster for parents which introduces Ofsted's childcare responsibilities and gives Ofsted contact details.

Ofsted inspections

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

I 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 folder and will be shared and discussed with parents so that we can work together to resolve any issues.

I am very much looking forward to working in partnership with you to care for your child. If you have any concerns regarding the content of this policy please do discuss them with me.

Date policy was last reviewed	21/05/2016
This policy is due for review on the following date	21/11/2016

