

Parental Involvement Policy

The aim of Pre-school is to give children access to a high quality, early learning environment, building the foundations for learning and development together with parents, the child's primary educator.

Pre-school will:

- Give new parents our Information Pack which will inform them of session times, contact numbers, staff members and our routines.
- Invite parents to be actively involved in the running of Pre-school through the Committee; where information and guidance on their roles and responsibilities will be given.
- Give parents information about activities that are provided through displays and examples of work.
- Encourage suggestions from parents which could improve the smooth running of Pre-school.
- Welcome parents into Pre-school as parent/carer helpers or to share skills they may have with the children via the parent/helper rota.

All committee members will be asked to fill in an EY2 form for Ofsted and all parents helping out during sessions and on visits will be DBS checked.

Parents will:

- Inform Pre-school when their child is absent.
- Inform Pre-school regarding any changes in the child's circumstance or any significant happenings which could affect their child's behaviour at Pre-school.
- Notify Pre-school of any allergies their child might have. Provide medication required and ensure that medication is in date.
- Notify Pre-school of any change of address, telephone number or emergency contact.
- Will pay fees on time.
- Will apply sun protection to their child before attending the session when necessary and provide a named sun hat
- Will provide for our records a copy of their child's Birth Certificate which will be destroyed on completion of our start up records

- Complete and return the following from the Information Pack:
 - Pre-school Contract
 - Behaviour Management Contract
 - Admission Form
 - Emergency Contacts Form
 - Medical Information Form
 - Permission for Emergency/Operative Treatment
 - General Information Form
 - Consent to Photographs
 - Local Excursion Consent
 - Password Form.