



## **Stepping Stones Preschool**

### **Working with Parents Safe Policy**

We are approachable for all parents and carers and will make all parents and their children feel welcome. We have boards showing key person's and a board showing positions of all practitioners and committee members so that you can get to know everyone.

All practitioners will be known by their first name and with permission they will use yours.

We have a clear settling in policy and work with parents to ensure their child settles. This will be reviewed and amended to settle your child. We recognise that all children settle at different rates and have different life experiences that will affect their settling.

We have an open door policy and parents can stay in the setting when they would like and they will also be encouraged to help in the group.

All parents and carers can join our committee and help with their child's education.

Our key person system ensures that we get to know the child and their parents well. This is important for parents evenings and talking about a child's progress.

Parents have access to their child's record of achievement and can share them with their child to celebrate their progress.

We use information from parents to help in planning and in our record keeping to help the child.

We talk to parents about children's special educational needs and how to best meet these needs. This will be discussed by the Special Educational Needs

Coordinator or by the child's key person. The intake procedure will allow parents/carers to discuss their child's needs so that Stepping Stones Pre School can plan for their child's transition to our care. Person Centred Plans and play plans will be used to ensure that all children make good progress. Information from other professionals will be used to devise Person Centred Plans and play plans.

We will always attend meetings to support families and children when possible and supply information for other professionals involved in a child's care.

Our resources reflect a wide range of cultures and other experiences to reflect children's home life.

Parents are encouraged to share their experiences with the children if they feel able

We have books and leaflets on a range of subjects to support parents.

We can advise where parents can get the help that they need or find this out for them

When children are toilet training we will work with parents to ensure that children are subject to the same strategies as they use at home.

We will talk to parents about any incidents of unacceptable behaviour and devise joint strategies to promote good behaviour.

We have a transition policy to ensure a smooth transfer to Primary school and run an effective rising 5's session to prepare children for school.

When children move to a new provision we ensure that their record of achievement is transferred. Confidential safeguarding information will be passed directly to the new provision or sent by courier. The setting is committed to safeguarding children.

We have a welcome board in several languages that we have in our community

All information is treated as confidential unless parents agree that all staff can share it in the best interest of their child

Parents are encouraged to spend a morning with us pre joining to see how the session timetable works and how their child settles and interacts with children, staff and activities

We like parents to tell us all about their child and give them chance to ask all their questions at this morning session

We have regular newsletters which keep all parents informed of events and changes

Parents are asked to choose items for selected show and tell topics