**Mucky Pups Preschool**

**Parent Partnership Policy**

**Aim**

*This policy aims to support parents and to ensure that the valued relationship between Mucky Pups and our children’s families is developed so that it becomes a partnership in working together for each child’s well-being and learning development.*

The relationship between the setting and a child’s parent/carer is crucial to a child’s well-being. We believe that children benefit most where there is a trusting and mutually supportive partnership between ourselves and parents. Parents are welcomed into our setting and their involvement is encouraged to establish the sharing of information, knowledge and expertise. (see also our keyworker policy)

# Our commitment to parents.

We will

# Ensure your child’s safety and well-being at all times whilst within our care.

* Act in the best interests of your child at all times.
* Ensure that the setting is accessible for all parents and keep fees to at a low level to sustain viability.
* Provide you with clear information about your child and life at Mucky Pups through many forms of communication.
* Inform parents of the range and type of activities offered and our daily routines through famly, famly calendar, email messages, planning board and daily info board.
* Parents will be given additional opportunities to discuss their child’s needs and progress with their child’s key worker at focus child meeting times and more informal chats too.
* Make all parents feel welcome in the setting at all times.
* Encourage parents to become involved in their child’s learning and development.
* Respect parent’s wishes and individual requests where possible providing that they are not in conflict with our set policies and procedures.
* Make available copies of any policy or procedure on request. These are also available on our website where they can be viewed at any time.
* Consult with parents regularly to ensure that our services are meeting their needs.
* Respect parent’s confidentiality and privacy in line with the settings confidentiality policy.
* Listen to any concerns from parents and respond appropriately and promptly.
* Pass on appropriate information from third parties promptly and efficiently.

# Parents commitment to the setting

# To complete and sign all necessary documents and forms as requested.

* To inform us of any alterations to bookings or recorded information.
* To inform us if their children will not be attending or will be arriving late.
* To collect their children on or before 6.00p.m. (1.00pm for morning sessions)
* To pay childcare fees promptly or make suitable arrangements with the setting Manager.
* To share any relevant information with the setting which may affect their child.
* To respect our policies and procedures and enable us to work within these at all times.

Date policy adopted on:2nd September 2022 Date for review: 2nd September 2023

Signed: J E Wills Position: Manager