

## Working with Parents Policy

I aim to work in partnership with parents to meet the child's needs. All adults and children will be treated with equal concern and made to feel welcome in my home.

All parents will receive a copy of my policies and procedures, which detail how I run my setting. I will draw up and sign a written contract with parents before the placement starts which will detail the expectations of the care to be provided, and activities and business arrangements. The contract will be signed by the parent(s) and myself and dated. A copy will be given to parents and any other party involved in the financial arrangements. I will issue receipts for all monies paid. The contract will be reviewed annually or when circumstances change.

Wherever possible I will try to meet parent's requests for the care of their children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, and general care. Records of these requirements will be attached to the child's records and will be regularly reviewed.

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 if they want to. I will supply parents with a copy of the report within five days of me receiving it.

I will encourage regular meeting with parents and children to discuss daily routines of the child and their general well being and would welcome doing a daily diary, which would include pictures and statements or informally share information when the children are collected, of their child's development. This information would only be shared with the child's parents and kept confidential.

I will maintain a record of parent(s) and or emergency contact details, and contact details of the child's GP and appropriate signed consent forms. All details will be kept confidential and records kept secure.

Children will only released from my care to someone named and authorised by the parent/carer named on the parental permission form.

Above all I would like everybody to feel happy.

Parents signature.....

Childminders signature .....

Date:.....