



PARENTAL INVOLVEMENT – SETTLING IN

Holt Under Fives Playgroup & Toddlers will:

Welcome new parents/carers and help them to become familiar with the day to day routine of Playgroup, together with demonstrating good practice in the care of their child/children.

Encourage parents/carers to visit Holt Under Fives Playgroup & Toddlers as a family before registering/selecting a particular Playgroup. Should a family/carer be considering a range of sessions (morning, lunch or afternoon) Staff will co-ordinate visiting times if you would like to experience all sessions.

Offer a flexible approach to all parents/carers and children to allow for a settling-in period when starting and for all concerned (parents, carers and child/children) to become used to Playgroup routines.

Staff will model appropriately Playgroup routines whilst being supportive in connection with the settling-in process. At all times Staff will display commitment and responsibility for the group of children that your child/children are joining.

Full support will be given to your child/children in relation to their well-being and development. Guidance in order for relationships to be built with their peers will be provided and support in the routines that Holt Under Fives Playgroup & Toddlers works to.

Ensure all Contract and Registration documentation is completed correctly, reviewed and stored securely. All this information is confidential and only accessed by members of Staff (DBS security checked). GDPR & Data Protection Act 2018 adhered to with annual registration made to the ICO (Information Commissioners Office).

Inform all parents/carers that Holt Under Fives Playgroup & Toddlers has adopted a number of policies to provide a service of high quality with a safe, vibrant environment for children to play, learn and develop.

Provide access to all policies & procedures is possible at all times and any of the supporting regulations/legislation as requested by parents/carers.

To be available to discuss any policies and procedures along with advising about involvement from the Early Years Team, philosophy of Early Years Wales (formally Wales PPA), links with Holt CP School and inspections carried out by CIW (Care Inspectorate for Wales) and Estyn.

To highlight that these policies and procedures are to be agreed to by all parents/carers when signing Contract documentation.

Welcome the contributions of all the parents/carers whatever form these might take and ensure they have opportunities to offer their skills, knowledge and interests.

Involve all parents/carers in the progress of their child formally or informally and to work with them in sharing all records concerning their child.

Ensure that all parents/carers are kept fully informed about all Committee meetings and training opportunities that there are, and where possible, these will be held at various times and venues to take into account individual family needs. All parties are actively encouraged to join/attend Committee meetings when/where possible.

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Ensure that all parents/carers are aware of how any queries, complaints or suggestions can be made (refer to Complaints Procedure).

Ensure that all parents/carers are aware that they are able to talk and discuss personal matters relating to their child, in confidence, on a daily basis if required. These discussions can take place at the setting or at a venue chosen by parent/carer.

Confirm to parents/carers that as we observe their child/children during their time with us that we may need to ask questions regarding behaviour, sleep patterns, eating habits, language and communication etc. to support our planning regarding their learning journey. Holt Under Fives will check when it is appropriate to discuss these queries with parents/carers and will confirm if they feel that a partner agency would provide additional support in relation to the particular query. All discussions are in confidence with information recorded and stored appropriately.

Offer parents/carers the opportunity to borrow or buy Early Years Wales publications and periodicals as well as access literature from other supporting organisations.

Encourage parents/carers to play an active part, through Committee involvement, in the running and management of Holt Under Fives Playgroup & Toddlers in the democratic decision making guidelines of Early Years Wales.

Ask parents/carers to complete questionnaires to ensure continuous improvement to our setting.

We will provide opportunities for parents/carers to participate in activities to learn about the curriculum and the importance of play in a child's development within Playgroup and at home.

Date	Sept 2019
Checked	Helen Jowett/Sarah Jones/ Nicola Lautrete/Julie Suckley (Playgroup Leader/Playgroup Supervisor/Chairperson/Registered Person)
Date for Review	June 2020