**How do we communicate with Parents/Carers?**

*Parental involvement is key- it is our mission to keep you involved as much as possible. Here are a few examples of how we maintain positive parental partnerships with yourselves:*

**Starting Points, Quarterly Reviews and Two Year Progress checks**

When your child first joins our setting we will give you an ‘All about me’ book to fill out on behalf of your child. It will give you the opportunity for you to provide us with medical needs, contact details, dietary needs, signed consent forms etc… Within this book we also have a section for you t o complete regarding your child's current developmental stage and interests (also known as our Starting Points) this is very important as this key information allows us to devise next steps for your child with the support of yourselves, this will aid us in planning appropriately for your child.

Between the ages of 2-3 years old we will carry out a Two Year Progress Check on your child. We encourage you to share this check with the Health Visitor. This check will help us to assess how your child is progressing and will also help to highlight any areas of development which we feel may need further support, from this we can then plan for and implement suitable Next Steps to help to support and develop this particular area. We will work in partnership with you as parents to help us to achieve this. If we feel a specific professional may also need to be involved then we will highlight this and discuss this with yourselves e.g. a speech therapist..

Each term we will also complete a written assessment on your child's developmental progression, we will always share this with parents and value any feedback we receive from you. This termly review will also help to highlight any areas of development which may require further support. A copy of the assessments will always be sent home to parents and a copy will be stored away in your child's Learning Journal. There is a box at the bottom of the form for you to write any further comments. Feel free to arrange a meeting with us at any time throughout the year if you would like to discuss anything with us e.g. your child's developmental progress or a concern you may have.

**Handover**

There will always be an opportunity for you to communicate with us in the morning when you drop your child off or/and during pick up. If you would like us to arrange a private meeting then this can always be arranged, we are happy to do this over the phone or in person. As well as this feel free to communicate with us during email or text. Drop off is a great opportunity for you to tell us any additional information about your child e.g. whether they had a good night sleep, if they have had breakfast, what mood the child is currently in, if they have had any medication, if they have been poorly since their last Little Explorers visit etc.. During pick up we will talk to you about your child's day and highlight any key information we think you should know about.

If your child has an accident outside of our care then we will require you to fill out an ‘Accident at home’ form before leaving your child with us. We will provide you with an accident form for you to sign if your child was to have an accident within our care. Please read our policies for further information.

Please read our policy regarding ‘Administering Medication’

**Daily Diaries**

We have daily diaries, these will tell you what adult initiated activities your child has involved in each day/what your child has been up to. It will also inform you of what your child has eaten and how much. If your child has had a bottle/nap we will also write it down. There is also space for us to jot down any reminders or other key information about the day that we feel you may need to know about. If there is anything you need us to know prior to the day then jot us a note in the book! We will always read it!

**Weekly Activity books**

We will also issue your child with a weekly activity book. We will write down what your child has been up to throughout the week. This is a perfect opportunity to inform you of your child's achievements, progress and the areas in which we are working on. There is also a page each week for you to write down what your child has been doing at home. Again this is an opportunity for you to write down your child's home achievements, current interests, exciting news, challenges etc.. We will take this all into consideration when planning activities and considering appropriate ‘Next Steps’ for your child. It is important we work together to support your child's wellbeing and development.

**Outdoor Parent Display**

Our outdoor parent display will contain the key information:

* An outline of the children's daily routine.
* A menu
* A list of Jo and Kerry’s Key children

**Indoor Parent Display**

Please feel free to take a look at our parent display in the playroom, here we clearly display our Ofsted Registration Certificates, First Aid Certificates, ICO, A poster giving parents key phone numbers if a safeguarding issue was to arise, our Public Liability Insurance. Feel free to ask to see any of our other certificates, they are all stored within an easily reachable folder.

**Baby Days**

We provide all parents with login details on an online system, here you can look at photos of your child within our setting, this is a great sneak peek into the activities your child has been participating in. If you have trouble logging in then please let us know.

**Policies**

We have a policy folder stored within the playroom or alternatively these are all easily accessible on our website littleexplorers.co. We will always inform you verbally and by email of any changes/updates that have been made to our policies. Please feel free to ask any questions.

**Next Steps Board and Learning Journals**

We are constantly observing your child, from this we are able to devise appropriate Next Steps that we can support your child to reach. We will carefully plan for your child based on their current interests, their developmental stage and the information from yourselves that you have provided us with. Their next steps will be written on the white board, feel free to ask about them and we will talk you through them. Alternatively if there is a particular Next step that you are working on at home then please let us know and we will work with you to plan towards achieving the goal.

Many of the observations we carry out on your child are done verbally/mentally in our head, however we do also have a Learning Journal for each child, within these we store written observations, photos, wow moments, assessments and Next steps for your child. They are accessible within the room, feel free to take a look anytime! When your child leaves our setting we will present this to you. This is a lovely keepsake for you and your child. We are happy to answer any questions you may have.

**Reading Books/Home Folder**

When your child turns Three Years Old they will receive their ‘Home Folders’ in the aim of helping to support your child’s transition into school.

Each week your child can choose a different book to take home for the week to read with family/friends at home. We will swap the books once a week. We will talk about the books you have read during circle times and share the stories with their friends.

Your role as parents is to encourage your child to talk about what is happening in the pictures, talk about the characters, predict what is going to happen next, look at the way the book is laid out, encourage them to look out for the letters and phonics they recognise, look out for rhyming words, repetition etc..

Each week it would be great if the parents can kindly log in the story you have read with your child and write a short sentence to sum up the experience e.g. they loved the illustrations in the book. They were able to predict the ending. They found the story funny etc..

Each folder will contain a pencil and a pencil grip to help support your child to grasp the grip of the pencil correctly. Helping them to develop good pencil control when writing. Please refer to the pencil grasp sheet to continue to support this development with us.

**Worksheets**

We will also be sending a monthly task home with your child. The aim is for all to continue to support your child’s learning at home. These will be relevant to what your child has been doing at Little Explorers that week.

**Nursery Rhyme of the week**

Each week we will pay a particular emphasis to a particular song/nursery rhyme, we will ensure all parents know what the ‘Nursery Rhyme of the week’ is so you can continue to join in with the fun at home.

**Termly Newsletters**

Each term we will email out a Newsletter, this will help to keep you up to date with what we have been doing at Little Explorers and any upcoming events you may need to know about.

This is also a good opportunity to raise any reminders. If there is anything you would like us to mention in the newsletter then please let us know e.g. if you would like advice on getting your child to brush their teeth, schemas, potty training, transitioning into school etc..

**Displays/Photos**

Please take a look at the displays and photos around the room. These will give you an idea of what the children have been up to. We encourage the children to feel proud of their achievements. The children love showing parents photos of themselves and their friends, it helps to develop their self awareness and a sense of self belonging. It gives the children huge satisfaction when they feel their parents are involved and interested in what they have been up to!

**Jofli Bear**

Jofli is our travel bear. He loves to take it in turns to visit all the childrens homes. He comes with his own book bag and folder. In this folder we encourage the children/parents to document their personal adventures with Jofli, the children love sharing their adventures with their friends. Jofli is looking forward to visiting your house soon!