

## **PARTNERSHIP WITH PARENTS AND CARERS POLICY**

**Over the Rainbow Early Learning Centre Ltd** we agree that “Parents are the first educators of their children and should be involved at all stages in their education and development”.

It is our policy that staff and parents work together to achieve the best possible outcomes and learning experiences for all the children attending the service. It is our policy to involve parents/guardians at every level of their child’s development.

### **Principle**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and the Tusla Quality and Regulatory Framework.

### **Procedures**

- The service has an “open door” policy where families are always welcome but where the needs of all of the children in our care are always the first priority.
- Parents will be made to feel welcome and regular exchange of information with parents and staff will enable a two-way process of support.
- **Over the Rainbow Early Learning Centre Ltd** recognises the limits on parents/guardians time but we do encourage a partnership between yourself and the staff at the service.
- The service aims to support parents who are experiencing difficulties in whatever way we can.
- Parental involvement in your child’s life at the service creates all sorts of benefits for you, your child and the service.
- Parents/guardians are most welcome to visit their child at the service and to telephone during the day should they have any concerns. *During the Covid-19 pandemic, visits are not possible due to temporary health restrictions.*
- The needs of parents and guardians are always taken into consideration.
- We do our utmost to accommodate parental wishes while considering the health & safety of all service users.
- We encourage all parents to get involved in the activities of the service and welcome any ideas and suggestions you may have.
- We encourage a community atmosphere and enjoy parental involvement.
- Opportunities for parents/guardians involvement include assisting with excursions, sharing personal creative skills, attending parent meetings and information evenings.
- Parents/guardians are invited to contribute to the development of policy in the service.
- It is vital for the wellbeing of the children attending that staff and management have open and clear lines of communication.
- We will hold contact information for parents/guardians or nominated person on our contact form. Contact with any spouse/partner or nominated person will only be used in an emergency situation if we cannot contact the named parent first.
- Newsletters will be given out regularly. These newsletters are electronically mailed to parents supplied email information.
- Staff here at the service acknowledges and respect that parents/ guardians are the primary educators of their children and will work in partnership with parents while caring for their child/children.

- Curriculum and daily routines that children engage in are displayed for parents information and any ideas or suggestions they may have or would like to add or include, the staff here will do their best to try and accommodate.

#### **Where English is not the first language of the parent/guardian/carers:**

- Staff will make every effort to communicate with the parent/guardian/carers using verbal/non-verbal methods.
- Staff will undertake to learn key phrases in the parent/guardian/carers/child's language.
- Parents/guardian/carers will be invited to become involved in the service and share with staff and children the culture/history of the country of origin.

#### **Open Door Policy**

It is our policy to offer a bright, warm, welcoming environment. We understand the importance of consultation and building relationships with our children, parents and staff.

#### **Procedures**

- All parents are welcome to visit at any time, however parents should be aware that we may not be able to give them our attention at this time as the needs of the children in our care come first. *During the Covid-19 pandemic, visits are not possible due to temporary health restrictions.*
- Potential parents are welcome to visit, however an appointment must be made in advance. *During the Covid-19 pandemic, visits are not possible due to temporary health restrictions.*
- We aim to give feedback on each child and their day to parents on leaving the service after each session.
- We would welcome that parents advise staff each morning of any significant happenings at home that we should know of e.g. child had a poor night's sleep, as he/she may be tired, any symptoms of suspected illness. Also see our Covid-19 policy on attending the service if unwell.
- In line with our Child Protection and Welfare Policy, parents will be accompanied by a staff member at all times when in the setting. During outside excursions, parents who provide help will be Garda Vetted before accompanying children on a trip as per our outings policy.

#### **Babysitting**

**Over the Rainbow Early Learning Centre Ltd** accepts no responsibility for staff babysitting for children that attend the service.

All parents/guardians are informed of this policy on enrolment. Staff members will check with parents that they have read and understood the policy and provide any assistance needed.

#### **Communication**

A summary of this policy will be included in the parent handbook. This policy will also be reviewed with staff members at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in the setting.

Parents/guardians may receive a copy of the full policy and procedures at any time upon request. Parents/guardians and all relevant staff members will receive written notification of any updates to this policy.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:  
Date: \_\_\_\_\_

\_\_\_\_\_  
Manager

\_\_\_\_\_  
co-Manager

Review Date: \_\_\_\_\_