

# Parental Involvement

Parents will be kept informed of nursery policies and procedures via brochures and timely letters. KinderWorld nursery staff will always welcome parents who wish to visit their child during the day. Similarly, parents may telephone at any time during nursery opening hours and speak directly with the staff member they require.

Parents are assured that any information exchanged with staff will be treated confidentially, within legal constraints.

Staff will follow the parent's wishes when caring for their child whenever possible. Parents will be asked to note information on their child's development on their assessment form. This, along with staff observations of the child at play and ongoing information from parents on the child's interests will form the base from which staff will plan future activities.

Parent's evenings will be provided to enable discussion on past and future aspects of the curriculum in order to aid a child's achievements and development.

Within each team a key worker will be appointed for each child. It will be the key workers duty to observe and monitor the development of their key children and record relevant facts on their individual assessment forms. In addition, for babies under the age of one, parents and key worker will maintain a diary detailing daily developments, thereafter; the key worker will complete a written report detailing the child's day and the activities in which he/she has taken part. Parents are invited to view the report when collecting their child. In all nursery rooms a daily record of class activities will be displayed on the notice board for parents to view.