

Parents access to records policy

Jollytots recognises that parents/carers are the first educators of their children and our aim is to work in partnership with parents/carers in providing an environment that supports and promotes the best interests of children in our care.

We will involve parents/carers in the shared development record keeping about their child, either formally or informally and ensure that they can have access to their child’s written development records and ensuring they can discuss their child’s progress at any time.

Procedure

* All parents/carers will be informed about the setting, how it operates, opening times and policies and procedures through written information, newsletters, notice boards, facebook and informal communication. We will also make parents aware that they are welcome to contribute in any way they feel able.
* We will provide information on our fee structure and payment policy
* All parents/carers will have access to our complaints procedure and we will ensure that any complaints are dealt with effectively in accordance with the complaints procedure
* We will keep parents/carers informed of activities by displaying the planning and themes
* We will listen to all suggestions and acknowledge that all children, parents and staff have the right to be consulted and be heard
* Parents have the right to access their child’s records at any time. This must be put in writing to the manager
* We will ensure that all aspects of the child’s achievements, experiences and friendships are shared and discussed with the parents. We welcome parents at any time to discuss their child’s development.

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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