

# Cherrytree Nursery School Ltd

## Working in Partnership with Parents

Cherrytree Nursery School is committed to providing the best possible care for your child. We value parents/guardians knowledge of their children and hope to be able to work together using some or all of the following areas.

**Information pack** When an enquiry is made about the Nursery we will send an information pack to the parent/guardian, which includes an application form. The form should be returned should you wish your child to be placed on the waiting list until a space is available for him/her.

**Show round** Should any parent/guardian wish to be shown round the Nursery, we ask you to make an appointment at a mutually convenient time and one of our senior staff will be made available to answer any queries you may have. At this point we encourage you to bring your child along, to view the nursery with you.

**Settling In** Please see our separate policy on settling children into Nursery.

**Parental Discussion** When your child starts at the Nursery, we aim to interview the parent(s) / guardian(s) before the child starts to complete a Parental Discussion Form. This will help us to know your child better and therefore provide the best possible start for him / her, and help to identify any areas of strengths / weaknesses.

**Contact books** When your child starts, a contact book will be made available to you. This is to be used for two-way communication between staff and home. The books will be checked each time your child attends for any messages but will not necessarily be written in by staff on each occasion. The book will normally be available to read at the beginning of the next session. Please feel free to add any comments you feel are needed.

**Parents evening/meetings** Staff will generally speak to you at any time should the need arise about any query or problem. If you need to speak to a member of staff in depth, please make an appointment at the office. Likewise, if we need to speak to you, a mutually convenient time will be made for the appointment. Parent's evening is held once a year, usually around Easter time, when all parents are invited to make an appointment to see one of their children's teachers. If the evening is not suitable an alternative time can be arranged.

**Feedback /complaints** We will endeavour to solve any problems that should arise through discussion with the parent/guardian. Should you wish to put anything in writing, a feedback / complaints form is available from outside the office. These may be filled in anonymously if preferred, but we do need your name if you wish to receive a personal reply, or have a concern specific to your child. Please also see our separate policy.

**Sickness/medication** If your child is unwell, you should call the Nursery on the first day of non-attendance to advise the likely duration of absence. Your child may return to Nursery as soon as he/she is well enough, or your doctor advises he/she is no longer contagious. If a medicine is prescribed which needs to be given four times daily, or more, we will ask you to complete a medication form giving details of the dosage required. For other prescribed medicines, dosage should be given before nursery, after nursery and at bedtime. We are able to administer non-prescribed medicines (e.g. cough mixture) if it is felt necessary and a medication authorisation form is completed.

If your child falls ill whilst at Nursery we will keep them as comfortable as possible and endeavour to contact you to advise you of the situation and request collection from Nursery. If we feel emergency aid is needed we will advise you of this and make appropriate arrangements.