

LORD'S DAY NURSERY

Access to Information and Parental Involvement Policy

We believe at Lord's Day Nursery that an open access policy is the best way of encouraging participation. Parents/carers are welcome to view our policies and procedures which governs the way in which we work. It is available at any time that we are open simply by asking any member of staff. The manual is kept in the office.

They are also welcome to see the records kept on their child, but as this would require withdrawing a member of staff from their usual duties it would be hoped that arrangements could be made in advance to fit in with staff availability.

Furthermore it is the policy of Lord's Day Nursery to provide regular feedback to the parent/carer on the progress of each child through regular verbal reports from the staff who are actually caring on the progress of each child on a daily basis, as well as more formal reports from the officer in charge.

Room plans, menus and activity plans are displayed. We value parental input. Parents are regularly updated on nursery news via newsletter and parental involvement is always encouraged.

We welcome contributions, suggestions and ideas from parents.

Lord's Day Nursery Reviewed Date: December 2017

Next Review Date: December 2018