

**CASTLE DOUGLAS NURSERY (ELCC)**  
**PARENTAL INVOLVEMENT POLICY**

The Nursery will:

- Encourage parents or carers and their children to visit the group before registering with a particular group
- Offer a flexible start to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the Nursery's routines and policies.
- Welcome new parents and carers and help them to become familiar with the routine of the Nursery and guidelines of good practice. The Nursery recognises that it may be difficult for new parents or carers to understand how the Nursery operates unless time is given specifically to this task.
- Advise parents where to access our Nursery Handbook (online) and provide a paper copy if requested
- Welcome the contributions of all parents/carers, whatever form these might take, and ensure that they have opportunities to contribute their skills, knowledge and interests if they wish to.
- Involve parents and carers in the progress of their child formally or informally and work with them in sharing all records concerning their child.
- Inform parents and carers of the existence of Nursery policies to provide a quality environment.
- Ensure that parents and carers are aware of how any queries, complaints or suggestions can be made. Provide a Suggestions Box and place for comments. Opportunity is also available via the blog on the school website, or through our facebook page.
- Ensure that parents and carers are able to talk and discuss personal matters relating to their child, in confidence and on a daily basis if required.

- Provide opportunities for parents and carers to participate in the Nursery's activities, to learn about the early years curriculum and the importance of play in the child's development both in the Nursery and at home.
- Make every effort to provide translation services or interpreters as needed for parents and carers whose first language is not that of the Nursery.
- Encourage fathers to become more involved in the group. They will be welcomed, supported and encouraged to become parent helpers.
- Invite parents and carers to participate in the play session and not confine their role to clearing up and other domestic duties.
- Be flexible enough to cope with adults who have additional support needs.
- Every parents and carer should be helped to participate as much as they are able to do. No-one should be made to feel a burden or nuisance.
- Only qualified staff may be in sole charge of children. Parents will not be asked to take a child or group of children to the toilet or elsewhere out with the Nursery.
- Any parent intending to help on a regular basis will be required to complete the information form required by the school and to agree to undertake PVG checks should these be deemed necessary

Fiona Baird

Updated January 2019

Next update due March 2021