

## Grace- Childminder

Mrs. Grazyna Karlowska-Grenda  
& Mr. Piotr Grenda  
22 Wolves Lane  
N13 6DR London

Name of Child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

# Working With Parents Policy

- I draw up and sign a written contract with parents before the placement starts which details the expectations of the care to be provided, activities and business arrangements.
- Records of the requirements agreed are kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.
- All parents receive a copy of my policies and procedures, which detail how I run my setting.
- Wherever possible I try to meet parents' requests for the care of their children according to their values and practices, preferences and attitudes. Family customs and beliefs about dietary requirements, dress code, hair and skin care, help required with toilet and washing are respected as detailed in my equal opportunities policy.
- I keep parents regularly informed about my daily routines and childcare practices and share information about the children with parents using [insert your method of communication with parents, for example, a diary, which stays with the child and is shared with the parents, email, telephone, face-to-face meetings]. I informally share information when the children are collected or dropped off.
- I maintain a record of parent(s)' and/or emergency contact details, contact details for the child's GP and appropriate signed consent forms. All details will be kept confidential and records are kept secure.
- I offer regular review meetings with parents to discuss their child's care and education and any issues or concerns, preferably when the child is not present. If I do not share the same first language as the parents, I will take whatever action necessary to facilitate effective communication. This may include seeking guidance from the local early years team.

Childminder Signature and Date

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Parent/Carer Signature and Date

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