

Documents for parents

Part of a childminder's role is to be key person for every child in the provision. The key person builds a relationship with parents and other settings the child attends and is responsible for sharing details about the provision and ensuring a regular '2 way flow of information' as detailed in the revised EYFS 2012 requirements.

There are many different types of information which must be shared with parents including...

- How you intend to deliver the EYFS - there is a free guide which you can adapt with your logo on the www.foundationyears.org.uk website or you can write your own
- How parents can find out more about the EYFS - if you are writing your own guide you should add a couple of website addresses eg DfE and Foundation Years above; if you are using the pre-written guide the information is included
- The range and type of activities and experiences provided for children - this might be your weekly planning or maybe a monthly overview. Some childminders have a booklet of activities they share with parents or photo albums; others make displays
- The daily routines of the setting - make sure you give parents a copy of their child's routine including meal and snack times and details of outings
- How parents and carers can share learning at home - you might share recipes, activity ideas, information about things children have enjoyed, child's favourite books etc
- How the setting supports children with special educational needs and disabilities - this should be included in your Equality of Opportunity policy which must be in writing to fulfill the requirements of the Childcare Register
- Food and drinks provided for children - give parents a copy of your menu including breakfast, snacks, lunch and tea or put one on your notice board. Some childminders have a 'today's meal' display for parents to see when they drop their child in the morning
- Details of your policies and procedures - there are statutory policies and procedures for the Childcare Register which must be written. If your others are not in writing you must be able to explain them to parents verbally
- Staffing details - if it is just you, then let parents know; if you employ an assistant again parents need to be informed
- The name of their child's key person and their role - you are each child's key person unless you work with a co-childminder. Put this information on something you share with parents - welcome booklet, attendance register or similar. If you work with others, make sure parents know how responsibility is shared
- Information about inspection - including the timing of your inspection and your latest Ofsted inspection report

- A telephone number for parents and/or carers to contact in an emergency - you might find it helpful to have some business cards printed or make some emergency 'my child is with a childminder, these are the details' cards to hand out
- How to contact Ofsted - include Ofsted's contact details on your paperwork and display the Ofsted poster on your parents notice board
- Medication - parents must understand that their permission for you to administer medication must be in writing
- Wrap around care - information about what parents want you to provide (care and education) to complement experiences and activities elsewhere for children who attend before and after a school day or just in the holidays.
- Physical intervention - and how it is managed in the provision.
- Child's home language information - including details about how the child uses their home language at home and key words, books, posters, signs, songs etc to use with children in the provision
- Children's progress - and how parents can support their child in the provision by providing you with information about their home and family experiences; sharing learning journey booklets; asking about child's progress at home etc
- 2 year progress check - if you have children who are coming up to 2, discuss the progress check requirements with them and ask them to let you know when the Health Visitor check will be happening. Speak to them about their input into the progress check
- Changes to ratios - before you make any changes to your ratios you must discuss your plans with parents and ask for their views
- Leaving an assistant alone with children - this permission must be in writing
- Outings - permission from parents must be in writing. If you do not have this in writing you will not be able to complete the contract
- Illness and infection procedures - must be shared with parents who must be told what you will do if their child is ill / not to bring a sick or ill child
- Accidents or injuries procedures - must be shared with parents so they know what will happen if their child has an accident; include information about accidents at home
- How risks are managed - if you do not have written risk assessments to share with parents then you must be ready to talk them through how risk is managed in the provision

You will find many other references to parents as you work through the EYFS (2012) but these are the main ones that must be in place.