

Sharing information with parents

There are certain documents that **MUST** be shared with parents to help you meet the requirements of the EYFS 2012. These include...

- How the EYFS is being delivered in the setting - there is a sample document on the www.foundationyears.org.uk website (EYFS page) or you can write your own.
- How parents can access more information about the EYFS 2012 - for example, via the DfE website. You could also offer to email them copies of the EYFS to read.
- The range and type of activities and experiences provided for children - many childminders have a photo album or similar which shows photos of resources, equipment, children engaged in different types of play etc.
- Your daily routines - each child's daily routine should be given to parents when they start in the provision as well as you letting parents know about your usual outings and adventures.
- How parents and carers can share learning at home - this might be through shared books, puppets, toys, ideas for playdough recipes, letting parents know that their child particularly enjoys a game etc.
- How you support children with special educational needs and disabilities - you must have a written equality of opportunity policy for the Childcare Register. You could include information about SEN and disabilities in that.
- Food and drinks provided for children - by giving them an up-to-date copy of your menu for example.
- Staffing details - who will work with their child during the week.
- The name of their child's key person and their role - this will normally be you. It will be good practice to write up your role and share it with parents.
- A telephone number for parents and/or carers to contact in an emergency - business cards or an information leaflet with your mobile and house telephone number for example.

For the Childcare Register you **MUST** inform parents about -

- Your registration on the voluntary part of the Register
- Other childminders or places they can send their child if you are ill
- Any health and safety risks on the premises
- Information about the activities the children will undertake
- Ofsted's address
- Copies of the written statements of safeguarding procedures and complaints procedures.

Some of the other information that **MIGHT** be useful to show new parents includes -

- How you record the child's development through the EYFS - for example, a sample Learning Journey booklet for them to browse
- Childhood immunisations list from the Health Visitor - there is a free list to download and print on the www.ukcma.co.uk website.
- Details of how to safely make up bottles from the Health Visitor or www.hpa.org.uk website.
- Copy of the EYFS 2012
- Notifiable diseases list from the www.hpa.org.uk website.
- Leaflets and booklets from the Health Protection Agency
- List of things they need to bring such as play clothes, wellies in the winter, sun cream etc.
- NSPCC / child protection information
- House / garden rules so they can share them with children. This helps provide children with consistency.
- Parents questionnaires about the service you provide.
- Parents poster from Ofsted
- Copies of newsletters
- Sample of a daily contact book / diary
- Certificate of registration - this must be displayed in your house
- Ofsted inspection report
- Document samples - such as physical intervention, accident and injury, incident etc.
- CRB disclosures
- Childminding insurance certificate / car insurance
- Invoice sample
- Attendance record sheet
- Individual needs / care plan
- Contract - each child must have a contract with you. If you are insured by Morton Michel you can use either their contract or your own design / if you are insured by NCMA it must be their contract
- Child record / All about me form - which asks about the child's care and learning needs.
- Certificates of qualifications and training attended to show your commitment to continual professional development
- Copy of the 'Know How' guide to the 2 year progress check
- Copy of the Childcare Register 2010 requirements