**Policy on parent information**

Petite will provide information to parents when they are initially invited for enrolment, through regular discussions with parents and through the parent’s information board displayed in the play room updates will also be made on our social media account assessable to all individuals.

Once enrolment is successful we will provide an exciting information pack that contains some fun goodies for our newcomer and a petite Childcare Handbook delivering all the relevant information you need so that we can give you and your child a confident start with all the support necessary. (Further information will be presented on our policies which are available on request).

The following information will be available;

* The type of activities we provide
* How and when food and drink will be provided to children
* Daily/weekly overviews of the planning
* Safeguarding children and equal opportunities policies along with information about where parents may view Petites policies and procedures
* Standard information regarding the complaints procedure
* The procedure Petite will follow if a child is not collected at the appointed time
* The procedure to be followed if a child is missing
* How the Tiney App works regarding registration, updates and booking information
* Up keeping the development and progress of your child within our premises

Parents are to be aware of their rights to have free access to their child’s developmental records in which we encourage on a regular basis. We should be informed of this beforehand as data protection rules must be taken into account when they refer to third parties.

Through both the completion of registration form and through regular discussions with parents we seek additional information on the topics listed below;

* Any special dietary requirements
* Any skin and hair issues
* Any specific works the child may respond to, or have a special meaning for the child
* The child’s sleep routine and any issues the child may have with their sleep
* Family members – names used by the child for other members of the family
* Any language difficulties, for example - if English is not the child’s first language.
* Health and medical difficulties, including any recent illnesses
* If there has been any changes to the child’s routine throughout time

In addition to the above we will request written parental permission at the time of a child’s admission to the setting, to seek any necessary emergency medical advice or treatment in the future.

We recognise that just as children change, so family circumstances and family views change, and therefore this list will be reviewed with a parent at least once every six months in order to ensure that it is fully up to date.