

Ravenside Pre-School

INFORMATION FOR PARENTS

General Legal Requirements

- *Providers must plan and organise their systems to ensure that every child receives and enjoyable and challenging learning and development experience that is tailored to meet their individual needs.*
- *Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

Each setting needs to design its own unique information leaflet/booklet which will depend on a number of factors from cost of production to the background and circumstances of potential families.

The information parents need to have from settings must include -

- Name and address of your setting.
- Who to contact for more information, queries, concerns etc.
- What you aim to provide and how you will do this.
- When your setting is open and the times it operates.
- The age children must be before they can attend.
- The fees charged, when, absences, holidays, vouchers and subsidies.
- Copies of policies and procedures adopted by you.
- The names, qualifications and experience of your members of staff.
- Other people who might be involved e.g. students on placements.
- Parents rota.
- Appropriate clothing.
- Children's own toys, comforters etc.
- What records will be kept on the children's progress, who has access to them and what happens to these records when the child leaves your setting.
- What facilities you have to enable children with special needs to attend.
- How the setting is managed e.g. is it committee run or privately owned.
- Complaints procedure including contact details for Ofsted.
- Data Protection Act and how it affects families and the setting.

Agreed on

Reviewed on

