

## Tips for parents



We wish to work together to care for each child effectively at Rainbow Early Years (REY). Therefore we have put together a list of tips for you, which we hope you will find useful.

1. Always sign your child in when arriving.
2. Speak to a member of staff if you need to pass on information such as:- inhaler use, medication, who will be picking your child up at the end of the session.
3. If your child has an 'injury from home' we will need to record this on a relevant form securely for our files. (Ask your Key person).
4. Always ensure your child arrives with clothing suitable for the weather. For example named warm and waterproof coat, hat, and extra clothes in cold weather. Sun hat, sun cream in hot weather.
5. Please send your child with a change of clothes (two sets when possible) in a named bag. It is REY daily practice for children to go outdoors and get involved in 'messy play' activities too (such as our mud kitchen).
6. Provide your child with a healthy lunch box and drink if staying all day or afternoon sessions. (Snacks will be provided and milk or water during the session).
7. Please make sure you pick your child up on time as we need to be within Ofsted required ratios at all times. If you arrive late you will be charged an additional fee as laid down in our Payment of fees policy.
8. If your child is going to be absent through illness or holiday, please notify the office by phone or email ASAP. When regular non-attendance occurs we are required to contact you asking for reasons for the child's absence, (following Safeguarding children policy and procedures.) We also have holiday forms available so we can book holiday dates into the diary.
9. REY provides an effective online record keeping system; Interactive Learning Diary (ILD). We expect all parents to register, if you do not have internet access please speak to your child's Key person and we will plan to support you.
10. We have a wealth of policies and procedures that we adhere to, please feel free to see these, or ask for copies from the office. These are reviewed annually by the parent committee members and staff team.
11. REY is a registered charity who needs support from parents and the local community to be able to run effectively. We welcome volunteers to support your children and pre-school, the most vital years of learning and development.

Please sign and return to the office. Thank you

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I understand the commitment required to be a parent of a child at REY.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_