



The Little Firefly Communication with Parents Policy

Aim

At The Little Firefly we want to ensure we can work very closely with parents. To this end we have the following communication methods in place.

Method

Personal Contact:

- Every day on collection of a child an educator will provide a brief handover to the parent/family. Information such as toileting and sleep are priority.

Records:

- We use the digital system (Tapestry) to record daily information to share with families, such as a summary of the day's activities and observations on the child's interactions, learning and play. This information is sent directly to the parent upon completion of each observation via an email notification.
- We have elected to use Tapestry Online Learning Journals which means we can on a daily basis record photos and observations of the children, which can be accessed immediately by the parents. Parents can also contribute their own observations of the children which will greatly assist us in building up a bigger picture of the children's development, permitting the most accurate assessment and evaluation of their progress.
- Children receive a number of Tapestry observations over the course of a term in accordance with the number of sessions they attend weekly.

Planning:

- Staff primarily focus on 'in the moment planning', whereby our educators see teachable moments throughout the day and through meaningful interactions, extend on the child's interest and plan accordingly *in the moment*.
- Each day, we spend time reflecting on our practice that day. From this, we are able to plan ahead based on the children's ideas.

News and updates:

- We send out a termly newsletter with details of our activities and updates.

- We use the Memos function on Tapestry to keep parents informed about events, requests and other necessary information.

Feedback:

- We will regularly request feedback from parents, carers and staff on The Little Firefly and will use this feedback to assess our service and modify any aspects of The Little Firefly which can be improved.