



DEAN CLOSE  
**LITTLE TREES**  
NURSERIES

**DEAN CLOSE NURSERIES LIMITED**

**Independent Day Nursery**

**Parental/Carer Involvement  
(NL010)**

Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation,  
registered Charity No: 1086829

Date of Issue: September 2025  
Review Date: September 2026  
Owner: Regional Manager

## DEAN CLOSE LITTLE TREES

# Parental/Carer involvement

### **Purpose**

At Dean Close Little Trees Day Nurseries, we understand that parents/carers are a child's most important educator. 80% of what children learn is from parents/carers. We believe that involving parents and carers in their children's learning at nursery has a positive impact on their child's achievements.

Research shows that parent/carers that are actively involved with their child's learning can have a positive impact on their child's attitude to learning and success at nursery and continuing their educational journey into school.

When we refer to 'parents/ carers' we mean anyone who has parental responsibility over a child, including birth parents, foster parents, stepparents, parents who have contact with their child but may not live with them, grandparents and carers.

We aim to work in partnership with parents/carers in the following ways:

- Parents/carers will be encouraged to visit the nursery with their child before enrolling their child.
- Prior to their child starting, parents/carers will be fully informed of the policies and procedures of the nursery including their statement of purpose/prospectus.
- Parents/carers will provide the nursery, prior to their child starting, a comprehensive and detailed account of the needs and preferences of their child by completing the necessary Joining Form
- Every effort will be made to provide translation services, interpreters as needed for parents/carers whose first language is not that of the nursery. This includes supporting parents who may have additional needs including braille, larger print etc
- Parents/carers will be encouraged to accompany their child during their settle sessions
- New parents/carers will be welcomed and helped to become familiar with the day-to-day routine of the nursery and good practice
- Parents/carers will be encouraged to participate in the nursery 's activities, to learn about the curriculum and the importance of play in the child's development both in the nursery and at home.
- All contributions of all parents/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interest.
- All parents/carers will be actively encouraged to engage with the Family software system for all child development records, key information, billing and invoices
- All parents/carers will be encouraged to discuss the progress of their child through termly consultations being offered with the key person
- Parents have the right to access their child's records at any time through request to their Key Person.

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- All parents/carers will be given the opportunity to talk and discuss personal matters relating to their child, in confidence and in privacy, on a daily basis if required
- All parents/carers will be regularly informed about nursery events, staffing changes and key dates utilising the Family Calendar and regular blogs/newsletters
- All parents/carers will be made aware of how any queries, compliments, complaints or suggestions can be made.
- All parents/ carers will be encouraged to complete our annual parental surveys.
- All parents/carers will have access to the complaints procedure

We actively seek to establish effective partnership with parents/carers so have introduced the role of a Parent Involvement Co Ordinator (PICO) to enhance the relationship and involvement between nursery and parents/carers

### **Parent Involvement Co Ordinator (PICO)**

#### **Objectives:**

- To foster strong, positive relationships with parent/carers and engage them to be involved in their child's learning and development
- To support parent/carers in their role as primary educator of their child
- To facilitate effective communication between parents/carers and staff
- To encourage and provide opportunities for parent/carers involvement
- All contributions of all parent/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interest
- Take on board parent/carers suggestion and ideas to ensure that we evaluate the day to day running of the nursery, to help shape the future of the nursery they have invested in
- All parent/carers will be made aware of how any queries, compliments or suggestions can be made
- Promote a welcoming and inclusive environment for all families

#### **The PICO will**

- Organise regular meetings, workshops and information sessions for parent/carers
- Offer guidance on early childhood development and parenting strategies
- Plan and co ordinate parent/carer involvement activities such as stay and play sessions, celebrations and community events
- Represent parent/carers' views through surveys and feedback forms
- Encourage parents to participate in nursery activities, to learn about the curriculum and the importance of play in the child's development both in the nursery and at home
- Engage parents in home learning opportunities
- Utilise the skills and knowledge of parents to enhance the learning experiences and provision for children
- Encourage parent/carers to contribute to their child's learning journey on the Family app, uploading observations, photos and videos.
- Build strong relationships with parent/carers, alongside the key person to find out about family life, community culture and personal histories.

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- Involve parents in celebrations by inviting them to join in with events organized around special festivals and occasions such as Diwali, Easter etc.

**The named PICO for each nursery is as follows:**

	<b>Main PICO</b>	<b>Deputy PICO</b>
Little Trees Celtic Springs	Francesca Hughes	Jessica Tate
Little Trees Christ Church	Lauren Phelstead	Sophie Peacock
Little Trees Hucclecote	Ainsley Merrill	Marie Collorick
Little Trees Lansdown	Alice Hastings	Chelsey Ralph
Little Trees St Arvans	Tara Mills	Claire Merrett
Little Trees Tutshill	Mia Jenkins	Kristina Cooper
Little Trees Tewkesbury	Sophie Cork	Ellie Simpson
Little Trees Inchbrook	Ellie Coxhead	Fliss White
Little Trees Brownhill	Lily Wheeler	Kyra Niblett

This policy should be read in conjunction with the following policy:  
Child Admission and Settling in Policy (NL044)