**Parent Information Policy**

Through both the completion of the registration form and regular discussion with parents we seek to gain information from parents regarding their child/ren on the subjects listed below.

We recognise that just as children, family circumstances and views change and therefore we review this on a regular basis with parents to ensure that we have up to date information relating to:

* Any special dietary requirements.
* Any health or medical related issues.
* Any special words that the child uses or responds to which have a special meaning for the child.
* The child’s sleep routine and any particular problems that the child has with sleep.
* Family member’s names and names used by the child for other members of the family.
* If the child/family are involved with any outside agencies.
* Family religion.
* Ethnic origin.
* Child’s first language and noting the situation if English is not the child’s first language.
* Any other information the nursery should be aware of regarding the care of the child.
* Who is responsible for nursery fee payments.
* To keep the nursery up to date on home address, telephone number, mobile number, work numbers and e-mail address.
* Inform the nursery of any new agency involvement.
* To keep the nursery up to date on who can or cannot be allowed to collect their child from the nursery.

Parents are requested to keep us advised of any change of circumstances, which could have an effect on their child’s well being i.e. bereavement, separation or illness in the family.