



Future Leaders Club

Involving Parents and Carers Policy

At Future Leaders Club, we acknowledge the significance of collaborating with parents and caregivers to guarantee that every child is content, healthy, and secure while under our supervision.

We strive to keep parents and caregivers thoroughly informed about the Club's policies, events, and activities by sharing information, responding to inquiries, addressing any concerns, and encouraging their involvement in the Club's activities.

We make every effort to keep parents updated regarding the Club by:

- Inviting parents to tour the Club prior to their children's enrollment.
- Providing all parents with a copy of our Club Handbook, which details the Club's operations and includes contact information. Additionally, we supply parents with a copy of our Behaviour Management policy and, for EYFS children, information regarding their child's key person.
- Informing parents of their child's key person upon their commencement at the Club.
- Ensuring that all our policies are accessible at the Club for parents to review at their convenience.
- Keeping parents informed about news, events, new staff, changes in fees, and more.
- Offering translations of our essential policies and documents for parents who do not speak English, whenever feasible or requested.
- Engaging with parents individually during drop-off and pick-up times to facilitate the exchange of information between parents, the Club, and the primary EYFS provider.
- We warmly welcome parents and encourage their contributions to the Club in the following manners:
 - We gather information from parents that will assist their child in acclimating to the Club (through the Registration and Medical forms and, for EYFS children, the All About Me booklet).
 - We involve parents in the process of settling their children into the Club (in line with our Child Induction policy).
 - We fully consult with parents to determine the care needs of children with additional requirements.
 - We greet all parents upon their arrival to collect their children and share any pertinent information (e.g., any accidents, participation in today's activities, etc).
 - We can be reached via telephone and email (see our **Club Handbook** for contact information).
 - We conduct an annual satisfaction survey of parents and children at the Club to gain regular feedback.
 - We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
 - We obtain parental permission for outings, photographs, applying sun cream, etc.
 - We can arrange for parental discussions with staff outside of Club hours if necessary.
 - We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our **Complaints** policy.

This policy was adopted by Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambanengwe, Club Manager