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## Policy Statement

The centre encourages an Open Door Policy and parents can clearly see the child integrating upon pick up. There is also time for a sharing information with the key person. Please we encourage parents to keep conversations brief and with little disruption to our daily activities as much as possible. This procedure has been set up keeping the wellbeing of all children in mind. We also encourage our parents, if they wish, to phone when their child is attending to find out how their child is getting on, and one of the staff or your child's key worker will be able to assist and reassure you. If possible we will keep these calls as brief as possible since we will not be happy to spend time away from the children. Appointments for further discussions can be made when parents are dropping off their children or through email.