

Date: Tuesday, 8 July 2003, Revised 14/06/06, 16/09/08, 14/09/12, 23/06/16, 18/06/21

Approved By Management Committee: _____ **Date** _____

Aim:

To encourage participation of all families and members of the community in all levels of the Centre operations.

To develop strategies for the participation of children and their families in governance, service review and development of policies.

To promote effective communication between management, staff, families, children and all those that are associated with the Centre.

Background:

At University Preschool & Childcare Centre there is an expectation that all parents and staff understand their responsibility to communicate in an appropriate and timely manner. We understand that meaningful and effective communication between the Management Committee, staff, parents and children is an essential component of the successful day to day operation of an Early Childhood Education and Care service. As a Centre it is important for us (Staff & Management Committee) to provide opportunities both formal and informal for this to happen and that this is supported by regular written information. It is also important that parents realise that it is their responsibility to take advantage of these opportunities and make the time to read information and attend planned gatherings.

Related Policies

Orientation Policy
Complaint Policy & Grievance Procedure

Implementation:

- 1) Educators
 - i) Educators will inform all families that we have an "Open Door Policy" and they are free to visit the centre and their children at any time while their children are in care. NB. Parents wanting to visit during the children's rest times should discuss this with an educator first.
 - ii) All Educators will encourage and initiate daily informal conversations with parents to share information between home and University Preschool & Child Care Centre.
 - iii) In addition to initiating informal conversations and ongoing discussions with parents, Relief staff will be organised to allow Room Leaders to organise meetings as required/requested with parents so that they can share specific knowledge of their child and their progress.
 - iv) In the Preschool Section Room Leaders will ensure that all parents are provided with the opportunity to meet with them to discuss their child's progress and school readiness.
 - iv) Educators will email their Room Intents, progress of the program and photos of the children's involvement with the program for parents to view monthly.
 - v) Educators will keep Educational Records of all individual children attending the centre containing details of learning stories, assessments, and bi-annual learning summaries, photos and examples of children's work. These are made available for the parents of that child to access at all times.
 - vi) Educators will notify parents that their children will be observed on a regular basis and will ask for parent input as to what they feel their child is interested in and/or what they feel is important for their child.
 - vii) The Centre will distribute regular newsletters to families providing information on: general Centre information; Community information; information on how to access a range of child health services within the community, eg. Speech Pathologists; Parenting Tips; literature on child development; future happenings; Management Committee information.
 - viii) All Educators & Staff will be expected to be familiar with and will be encouraged to have input in to the development of Centre Policies. Policies will be regularly discussed at staff meetings

2) Parents

- i) Parents will be expected to complete 'All about me' forms annually and contribute to establishing their child's Individual Intentions at the time of enrolment and/or beginning of each year.
- ii) Parents will be expected to provide input as to what they feel their child is interested in and/or what they feel is important for their child.
- iii) New parents to the Centre, especially those with children enrolling in the Nursery, will be expected to partake in up to one month of orientation visits (*refer Orientation Policy*).
- iv) Parents will be asked to provide feedback of the Centre through the annual Parent Survey.
- v) Parents will be encouraged to share information, comments, dissatisfaction, etc. at any time they feel necessary.
- vi) All parents will be expected to become familiar with and will be encouraged to have input in to the development of Centre Policies. All families will be provided with information regarding policies via the Centre Newsletter and Centre Website.
- vii) Parents will be informed of the "Complaint Policy & Grievance Procedure" on enrolment and will be expected to follow this procedure if they have a grievance.

3) Management Committee

- i) Parents will be informed of the role of the Management Committee and welcome to attend meetings and/or to become involved in the Management Committee. The UPCCC Rules of Association will be made available to parents on request.
- ii) All new Committee members will be given information on the roles of Committee members and will receive a Committee Handbook and a copy of the Rules of Association.
- ii) A summary of key issues discussed at Management Committee meetings will be made available to parents via the Centre newsletter and to staff via monthly Staff Meeting Minutes.
- iii) The Management Committee will be responsible for the development and review of all Centre policies taking into account input from parents and staff and these will regularly be discussed at Management Committee meetings.

4) Social Occasions

- i) Regular social occasions will be held throughout the year involving families, committee and staff. E.g. morning teas, camping trips, BBQ's.
- ii) Informal social occasions for staff and Management Committee members will be organised at regular periods throughout the year.

Source Material

Anne Stonehouse (2012) Collaborating with Parents, Not a Problem, Every Child Magazine, vol 18, No 2

Australian Children's Education & Care Quality Authority (2018) *Building Partnership with Families. Information Sheet*. Retrieved from https://www.acecqa.gov.au/sites/default/files/2018-01/QA6_BuildingPartnershipsWithFamilies.pdf on 18/01/2021

Australian Government Department of Education, Employment and Workplace relations (2009) *Belonging, Being & Becoming, the Early Years Learning Framework for Australia*

Australian Children's Education & Care Quality Authority (2011) *Guide to the National Quality Standards Quality Area 6 - Collaborative Partnerships with families and Communities*. Retrieved from: <https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-6-collaborative-partnership-with-families-and-communities> on 18/01/2021

Date for Review January 2024