

PROVISION OF INFORMATION FOR PARENTS POLICY

Rationale: To ensure that the Centre effectively communicates and consults with parents and whānau acknowledging and respecting their values, needs and aspirations.

Purpose: To ensure parents and whānau are encouraged to participate in decision making regarding their child.

PROCEDURES

- An Enrolment pack will be provided for each child as they begin at the Centre. This will include a Parent Information Booklet outlining all Centre procedures and practices. This information is also available on our Website.
- The Information Booklet will outline how parents can be involved in the Centre as well as what to bring and how to contact us if they need to.
- The Centre Fees schedule will be displayed on the foyer noticeboard and information is included in the Parent Information Booklet.
- Details of the amount of funding the Centre receives from the Ministry of Education and how this is spent will be displayed within the operations manual in the parent library and placed in the newsletter when the annual accounts are audited.
- Regular monthly newsletters and information within our learning environments will keep parents informed of the Centre programme. We will also use our Facebook page and Website for reminding parents about our upcoming events and important dates to remember. For example; Matariki, group photo's, Grandparents day.
- Each child will be provided with a Profile Book that documents the teachers' assessments of the child's progress in learning at the Centre. These books will be stored in the play room where the child attends. Parents will be informed of the location of books by teachers during induction and are welcome to view these anytime. They may be taken home after discussions with Head Teachers to ensure there is a record of their whereabouts. We value your input into your child's learning journey and assessment. These records belong to you and your child. We ask that you check with a head teacher to ensure these cherished records don't get misplaced.
- All Centre policies will be reviewed regularly, generally on a three year cycle. When a policy is due for review it will be provided to all staff for comment. A copy will be placed next to the sign in sheets and may also be emailed to parents to view and comment on. Policies up for review will be available for viewing on our website for parents to access at home.
- Teachers will be available to informally meet parents on a daily basis to exchange information. They will also be available at mutually suitable times to formally discuss with parents their child's ongoing learning and development.
- At enrolment, parents will be invited to become involved with the Centre, in recognition of the key role of forming strong partnerships with parents including:
 - Contributing to policy and philosophy review.
 - Contributing to the self-review process – especially topics of high relevance to parents (e.g. assessment procedures, routines, communication etc.)
 - Consultation on aspects of the service which concern their child, e.g. opening hours, fees charged, etc.

- Consultation for policy review will include:
 - Providing a copy of the existing policy after the teaching team have reviewed it.
 - Encouraging parents/whanau to make suggestions for any changes.
 - Including suggested changes for final Policy ratification with the teaching team.
 - Sharing updated policies with parents/whanu via the website and updated Policy Folder/Operations Manual.

Licensing Criteria GMA 1-4.

