

PARENT INVOLVEMENT, INFORMATION & COMMUNICATION POLICY

Reference and Key Text

Licensing Criteria 2008, Governance, Management and Administration, Parent Involvement and Information documentation required:

- **GMA2:** Written information letting parents know how to access:
 - Information concerning their child;
 - The service's operational documents; and
 - The most recent Education Review Office (ERO) report regarding the service.
- **GMA3:** Written information letting parents know:
 - How they can be involved in the service;
 - Any fees charged by the service;
 - The amount and details of the expenditure of any Ministry of Education (MOE) funding received by the service; and
 - About any planned reviews and consultation.

At the Queenstown Preschool & Nursery we value parents contribution and involvement in their child's education and care. We will strive to ensure that parents are advised on how to access relevant information concerning their child and the operation of the centre and inform them of any planned reviews or consultation.

On enrolment parents/whanau are given a Parent information book (or directed to the Centre website which has the same information) which gives them information on:

- Hours of operation
- Fee schedule
- Staff list/ratios
- Staff qualifications
- List of policies
- ERO reports
- Notices & Newsletters
- What to bring
- Health Information
- Permanent booking arrangements
- Starting your child at the Centre

They will also be given a "Me" form to fill in which asks about the child's likes, dislikes, achievements, routines, toileting etc. Knowledge of all these details makes it easier for staff to settle the children at the Centre.

Staff will endeavour to speak to parents when they come to pick up their child, informing them of their child's day and their development.

Team Leaders are responsible for talking to parents on sensitive issues eg: behavioural problems, learning difficulties.

Individual profiles are kept on all children with permanent bookings attending the centre. Parents are shown where the profiles are kept and are encouraged to read through at any time, and are also encouraged to contribute to them through comments, photos, stories etc.

Parent/Staff interviews can be arranged with staff at a mutually convenient time.

Parents will be encouraged to discuss their child's progress with staff and be involved in discussion on developing an appropriate programme for their child.

In regular newsletters parents will be informed of happenings at the Centre – current programme, outings, equipment purchased, courses attended by staff, draft policies for parents to review, funding received etc.

On the white boards in the foyer we will record:

- Daily happenings in each centre
- Walks or outings,
- New or relieving staff,
- New or transitioning children

On the Notice board in the foyer we have general information displayed including;

- Staff qualifications
- Centre licenses
- Complaints procedures

Parents are encouraged to attend Parent meetings which will be held two times a year.

At the annual General meeting in July parents are asked to offer themselves for a position on the Management committee.

A Parent library of reference books is available for parents to use. The books are on the bookstand in the foyer.

Once a year, a comprehensive questionnaire, is given to all the families using the Centre. Owing to the large number of working parents it was decided that a questionnaire is a more practical way of getting the information from the parents.

A Suggestion Box is kept in the foyer as another way for parents to give feedback to the Centre.

Reviewed: December 2010

Next review : February 2012