

Parent Needs and Aspirations Policy

Reference and Key Text

Licensing Criteria 2008, Curriculum Standard, and Working with Others documentation required:
A process for providing formal and informal opportunities for parents

- **C12:** Communicate with adults providing education and care about their child, and share specific evidence of the child's learning; and be involved in decision-making concerning their child's learning.
- **C13:** A record of information and guidance sought from agencies and/or services.

1. The Centre acknowledges that parents/guardians and whanau have needs and aspirations for their child. In order to take these needs and aspirations into account the Centre will provide opportunities for parent/whanau to communicate the needs and aspirations they have for the child.

Needs and aspirations of a child's family (for their child) may include all aspects of their views of: -

- How the child is treated
- What the child does / is encouraged to do
- What knowledge and skills the child gains
- Behaviour Management
- How the child relates to others
- How the child is comforted
- Eating & sleeping habits

And other associated aspects in the relationship between the child, family and Centre.

2. The Centre will provide an opportunity, at a convenient time for both the Centre staff and parents, for parents/guardians and whanau to look round the Centre, meet staff, and communicate any special needs and aspirations they have for their child. These may be in terms of their, education, behaviour or other matters associated with the service provided by the Centre. Where practical this information will be recorded and kept within the child's file and communicated to (or available to) those staff who will be working with the child. ("Me" forms and routine forms will be given to the parent when the child starts at the Centre).

3. The Centre will provide other opportunities, while the child is at the Centre, (such as with interviews and questionnaires) for parents/guardians and whanau to communicate any changes of further special needs and aspirations they have for their child. These may be in terms of their care, education, behaviour or other matters associated with the service provided by the Centre. Where practical this information will be recorded within the child's file and communicated to those staff who will be working with the child.

4. The staff will, where practical, consider the child's record/file, (including the recorded needs and aspirations); when analyzing their needs; planning or considering any individual needs or strategies or responses related to the child; or in reporting to families. Where applicable staff can pass on information from parents about their child to staff at Planning meetings.

5. The Centre will ensure that other practices and policies used by the Centre take the principles of this policy into account and do not conflict with this policy.

6. Whilst the policy 'to acknowledge' the needs and aspirations of families does not necessarily mean to always accept or agree, the staff will take account of these views. The Centre is obliged to balance these views against professional knowledge and experience, practicalities of group care/education, the Centre's philosophy (what is inherent in the work is recognition of those needs and aspirations and what follows from that is the Centre will provide opportunities for these to be communicated and that families will feel that you understand their views or this information.)

7. The Centre will develop methods and systems (through interviews, child profiles "parent voice", surveys, questionnaires etc) that will include opportunities for the parents/guardians and whanau to record/express their level of satisfaction with the way in which the Centre is meeting the needs and aspirations they have for their child and opportunities to record/express any suggestions that may improve this level of satisfaction.

8. Waiting Lists.

Due to the severe shortage of childcare in the district, parents have to put their child's name on a Waiting list to get a space in the Centre

The first communication the parents will have with the Centre is when they put their child's name on the waiting list.

Procedures for the waiting list are as follows:

Parents ask for the child's name to be put on the Waiting list

We write down the Child's name

Age

Centre

Parent's name

Contact number

Days and times they would like their child enrolled.

When (if possible) they would like their child to start.

Parents are advised available

a) that they will be contacted when a space comes

b) To contact the Centre if any of their details change

c) To contact the Centre monthly to confirm they still

require their child's name on the Waiting List.

Responsibility for Policy review: Manager
Who will be consulted: Committee, Parents/Whanau, Staff
Scheduled review: once every 2 years

Reviewed May 2002
Reviewed November 2005
Reviewed Nov -2007
Reviewed March 2010

Next review date: March 2012