

4:4 COMMUNICATION AND CONSULTATION

Created: December 2013 / Reviewed: July 2018

RATIONALE

Let's Grow is committed to ensure that all parents are well informed about our centre operations and expectations. We will ensure that parents have opportunities to contribute to decision making about their child's care and education. We will endeavor to ensure that all parents are well informed about their child's day.

PROCEDURES

Enrolment pack - parents are provided with all the enrolment information and forms required, including a copy of the Parent Handbook and latest fee schedule.

'All about me' form - At the time of enrolment parents will receive written information about the service and be asked to fill in their child's 'All about me' form, this form asks for information such as their child's specific interests, names of their family / whanau, their child's strengths and special requirements. Centre communication and consultation procedures should be included in the enrolment pack.

Front foyer notice board - Our noticeboard will be our main form of communication with parents, Lets Grow staff will regularly update the noticeboard with the following (but not limited to)

- Centre License.
- Curriculum planning.
- Staff names and qualifications.
- Complaints / non compliance procedures.
- Upcoming events.
- Centre Mission & Philosophy Statement.
- List of 'Person's Responsible' & their Qualifications.
- Complaints Procedure.
- Fees Information.
- Centre Handbook (Policies & Practices).
- Education (Early Childhood) Regulations & Criteria.
- Latest ERO Report.
- Latest Annual Report.

The Child Pocket System - is the main avenue for communicating with families and for the issuing of the weekly invoices.

Newsletters - A Parent Newsletter is produced and issued to keep families up-to-date with Centre happenings, and is distributed via email, If the parent would prefer a hard copy of the Newsletter then it will be distributed via the Pocket System.

Staff feedback – Our staff will endeavor to share information about their child's day, and discuss and talk parents through their child's portfolio.

Portfolios – Parents will have access to all information concerning their child. Parents will be updated when a new entry has been put in their child's portfolio via the Pocket System, There will be a space at the bottom of each learning story where parents can comment and add additional information.

Contribute to policies – Our centre Manager will ensure that all parents have opportunities to contribute to the review of the centre policies.

Sign in and out sheets – Our sign in and out sheets have an area for comments, parents can make notes in the morning regarding their child's dispositions.

Communication notepads for the under 1's – Our communication note pads are for all children under the age of 1, parents can take the notepads home and make notes on the morning as to how the child slept, if they had their morning bottle, or just anything that they would like to communicate with the teachers, teachers will then also use the notepads throughout the day to record sleep times, bottles consumed and general information about their child's day.

Staff will ensure that parents are fully consulted about any difficulties or concerns they may have with their child and then ensure they are kept well informed of any progress.

Our policies and procedures will be reviewed every year with input from staff, parents and support agencies.

Parents will be notified of up-coming policy and procedure reviews in the centre newsletter.