

	<b>Policy</b>		
	<b>Policy</b>	<b>Category:</b>	<b>Governance, Management and Administration</b>
	<b>Date: 12 June 2023</b>		
	<b>Policy Name: Parental Involvement</b>		

The purpose of this operational policy is to describe how we involve parents in our planning and operations.

### Position Statement

At this centre 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.

Teachers/Staff and parents can discuss and agree on the best ways to communicate at the centre. People can have realistic expectations about the level of communication and what they can expect to see happening.

### Issue Outline

A major indicator of quality in early childhood settings is the degree to which parents and whānau are involved in the centre.

### Detail

This centre informs, consults and involves parents and whānau in planning, operations and involvement by:

- Giving all parents an enrolment pack and having a face to face discussion where possible about aspects of the centre including the fees structure; programme philosophy; how to access information on their child's progress; discipline and programme structures; where to find the centre's ERO report, policies and other information; financial information such as what costs government covers; and opportunities for involvement and review
- Inducting children and parents through the centre explaining our programme
- Maintaining a noticeboard for parents that includes displays of our policies, outings and practices
- Circulating a monthly newsletter to parents with news about changes to policies such as our fees structure, parenting information, upcoming activities and any operational changes
- Short conversations during arrival and departure contact times
- Being available for private meetings with parents when requested

- Establishing a welcoming environment and encouraging parents to spend time with their children at the centre
- Encouraging contributions of home stories, pictures and photos to children's learning journals and storypark.
- Encouraging participation in our programme where parents have particular skills such as music or craft skills, centre excursions
- Holding occasional social or educational evenings for parents and whānau
- Consulting parents on significant policy changes and their child's interests, projects and preferences
- Carrying out an annual survey of parents' satisfaction to inform our evaluation process.

### **Alignment with Other Policies**

- Complaints policy
- Fees policy

### **Relevant Background (including legislation/regulation references)**

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.

### **Impacts of Policy on Teachers/Staff, Parents and Children**

This policy avoids parents not knowing how they can be involved in the service and contribute to decisions about their child's education and care. It also informs them of what rights they have to be consulted on matters concerning the centre and their child.

### **Alignment with the Philosophy**

This policy is aligned with our centre's philosophy.

## Implications and/or Risks

This policy has implications for the quality of care provided. Strong relationships amongst parents, teachers/staff and management allows smooth and rapid resolving of issues, thus protecting the integrity of the centre.

## Implementation

The Centre Manager trains teachers/staff to act on these policies during the induction process. The Manager ensures a communication plan is in place. Review of the plan is part of the centre's self review process.

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	Board, Staff and community via staff room and foyer notice boards and storypark