



AORAKI COMMUNITY EDUCATION TRUST BOARD

## PROVISION OF INFORMATION AND COMMUNICATION FOR PARENTS/CAREGIVERS/WHANAU POLICY

**Rationale:** To ensure that North Haven Child Care and Education Centre effectively communicates and consults with parents/caregivers/whānau acknowledging and respecting their values, needs and aspirations.

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

North Haven Child Care and Education Centre will effectively communicate and consult with parents/caregivers/whanau, acknowledging and respecting their values, needs and aspirations, in order to encourage participation in decision-making regarding their child.

### PROCEDURES

- An Enrolment and Parent Information Pack will be provided for each child as they begin at the North Haven Child Care and Education Centre which includes centre policies, procedures and practices.
- The Information Pack will outline how parents/caregivers/whanau can be involved in the Centre.
- Parents/caregivers/whanau will be welcomed appropriately and will be encouraged to be an integral part of North Haven Child Care and Education Centre.
- The Centre Fees schedule will be displayed on the foyer noticeboard.
- Details of the amount of funding the Centre receives from the Ministry of Education and how this is spent will be displayed in the Fern Room foyer when the annual accounts are audited.
- Regular (monthly) newsletters will keep parents/caregivers/whanau informed of our centre programme.
- Each child will be provided with a Learning Journal that documents the teachers' assessments of the child's progress in learning at North Haven. These books will be stored in the area the child attends. Parents/caregivers/whanau will be informed of the location of books by teachers during induction and in the Information Pack.
- North Haven Child Care & Education Centre has a two year review cycle, or earlier if necessary, of all Centre policies. When a policy is due for review it will be provided to all staff for comment. A copy will be placed on the Foyer Notice Board for parents/caregivers/whanau to view and comment on.
- Children's individual records will be deemed to belong to the parent/guardian and will be available to them at all times.
- Teachers will be available to informally meet parents/caregivers/whanau on a daily basis to exchange information.
- Teachers will be available at mutually suitable times to formally discuss with parents/caregivers/whanau their child's ongoing learning and development.
- At enrolment, parents/caregivers/whanau will be invited to become involved with the Centre, in recognition of the key role of forming strong partnerships with parents/caregivers/whanau including:

- Contributing to policy and philosophy review.
  - Contributing to the self-review process – especially topics of high relevance to parents/caregivers/whanau (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.
    - Making suggestions for change.
    - Consulting parents/caregivers/whanau for feedback and further suggestions.
    - Including suggested changes for final Policy ratification.

***Licensing Criteria GMA 1-4.***

Implemented: March 2016  
Reviewed: March 2019

Review Due: March 2022