



## Parental Involvement Policy and procedure

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### Statement

Communications between family members and the Service are considered crucial for a child to reach their full development. Therefore, we aim to provide an environment where there is a strong emphasis on family/Service communication to allow consistency and continuity between the home and the Service environment. By encouraging family members to be involved in the Service, we aim to provide a service that best meets the needs of our community.

### Background

In the National Quality Framework Quality Area 6 is all about collaborative partnerships with families and communities.

### Legislative Requirements

NQF	Description
Quality Area 6	Collaborative partnerships with families and communities

### Statement

#### Parent Communication

Our Service aims to provide as many outlets as possible for family/service communication. These include:

- Face to face.
- A term newsletter which will be emailed.
- Emails and posters informing families of upcoming events.
- Informal meetings with parents and the opportunity to plan formal meetings if necessary.
- Request/Feedback suggestions to improve the service via short surveys by email.

For grievances please refer to the Grievances Policy

If necessary, educators have support and access to translation services to provide this information for non-English speaking families.

## **Parental and Family Involvement**

- Families are welcome to visit at any time of the day.
- Families are encouraged to make suggestions and offer critique on our curriculum, philosophy, policies, management and food menu.
- Families are encouraged to share aspects of their culture with the educators and children as well as appropriate experiences.
- Families are invited to participate in the Service's daily routine/rituals by helping out with activities such as craft and special activities
- Parents are encouraged to join the Board at the AGM.
- Minutes of regular Board meetings will be kept available in the passage outside the office.
- The Social Inclusion and Fundraising Committee plans a program of formal and informal gatherings throughout the year and parents are encouraged to join
- Policies are sent to the parents on a monthly basis for review.

## **Parent Support**

For those families undergoing difficult situations, they can seek assistance from the Service and the Service will offer support as appropriate. Our Service offers a parent library which provides resources and contact numbers for various support groups within the local community.

For families who use English as a second language, translated documents can be provided

## **Other Sources**

N/A

## **Links to Other Policies**

Grievance policy

Visitors, students and volunteer's policy

## **Review**

The policy will be reviewed every two years.

**Reviewed: June 2024**

**Date for next review: June 2026**