

Evidence of link to Regulations (ECSNR): 75, 76, 80, 86, 111, 157, 172, 185

Evidence of link to NQS::

1.1, 1.1.4, 2.1.4, 2.3.3, 2.3.4, 3.1, 6.1, 6.2, 7.1.1, 7.2, 7.3.5

FAMILY PARTICIPATION & COMMUNICATION

Version	Date	Author	Change Description
1	22 ND AUG 2013	Sharon Hales	
2	3 rd March 2014	Sharon Long	Minor spelling corrections
3	March 2016	Sharon Hales	Review and update as necessary
4	April 2017	Sharon Hales	Review and update as necessary
5	March 2018	Sharon Hales	Review and update as necessary

Policy Objective

- Medowie Gumnut Preschool welcomes and facilitates family participation and open communication in the service by encouraging families to engage with their children's education and care. Families are invited to attend meetings, assist with projects and attend social gatherings.
- Medowie Gumnut Preschool values the input of families, educators and the wider community to help create a service that meets the needs of the children who attend our service
- Medowie Gumnut Preschool encourages open communication through enrolment and orientation process, policy review, feedback forms, the daily program, documentation, formal and informal meetings, emails, and conversations

Strategies and practices

Approved provider will:

- Ensure that parents may enter Medowie Gumnut Preschool at any time unless such entry would pose a risk to the safety of children/educators or breach court orders regarding access to children.
- Ensure that educators provide information to families regarding the content and operation of the educational program, in relation to their child and that a copy of the educational program is available for inspection at Medowie Gumnut Preschool.
- Ensure that families have access to documents regarding the assessment of the child's developmental needs, interests, experiences and participation in the educational program and assessments of the child's progress against the outcomes of the educational program
- Ensure that parents are notified of any incident, injury, trauma or illness that occurs for their child while at Medowie Gumnut Preschool
- Ensure that administrative spaces are adequate for the purpose of consulting with parents and for conducting private conversations
- Ensure that parents are notified of changes to policies or fees and given adequate notice as per the *Education and Care Services National Regulations 2011*.

- Ensure that a copy of the *Education and Care Services National Regulations 2011* is available for parents to access.
- Ensure that the enrolment and orientation process provides families with information about the philosophy, policies and practices of Medowie Gumnut Preschool prior to children's first attendance at Medowie Gumnut Preschool.

The Nominated Supervisor will:

- Develop systems for families to provide feedback regarding the enrolment and orientation process and when reviewing policies and procedures to improve processes and practices.
- Ensure that parents may enter Medowie Gumnut Preschool at any time unless such entry would pose a risk to the safety of children/educators or breach court orders regarding access to children.
- Inform families about the processes for providing feedback and making complaints.
- Develop an enrolment and orientation procedure that ensures families are provided with information about the philosophy, policies and practices of Medowie Gumnut Preschool prior to children's first attendance at the service.

Educators will:

- Inform families about the process for providing feedback and making complaints.
- Be available for families at pick up and drop off times to pass on important messages and information about their child's participation in the education and care program
- Encourage families to be involved in Medowie Gumnut Preschool and the program through feedback, visiting the service, bringing in items from the home environment and giving feedback on children's emerging interests and needs.
- Promote continuous open and honest two way communication with families to assist them to feel connected with their children's experiences in the Medowie Gumnut Preschool setting to develop families' trust and confidence in our service.
- Value parents as the first and most important educator in their child's life, seeking to share the parent's understandings, knowledge and preferences for their child and seeking to balance individual needs with practice in Medowie Gumnut Preschool.
- Recognise that because families, and parents in particular, are often busy with many competing priorities, they will need to consider a range of strategies to build and maintain relationships with each family
- Make documentation available to families and prepare documentation in a way that is readily understandable to the parents of the child and to other educators.

Families will:

- Provide accurate information on enrolment and medical information forms during the enrolment process and notify educators when any information changes.
- Be invited to contribute to the quality improvement process within Medowie Gumnut Preschool.
- Be encouraged to attend children's excursions to help meet required ratios and to support their children's knowledge of and engagement in their community.

- Be invited to assist with working bees at Medowie Gumnut Preschool. These will be arranged from time to time to help maintain equipment and the Medowie Gumnut Preschool environment and will be a family event where children can also participate.
- Be invited to family events to be held periodically to help families network and develop friendships in the local community. Educators will be encouraged to attend these events also.

Resources

Policy Written by: Sharon Hales	Position: Auth Provider	Date: June 2018
Approved by: Families and staff	Approved Date: June 2018	Next review date: June 2019