

## WODEN EARLY CHILDHOOD CENTRE

### PARENTAL INVOLVEMENT POLICY

#### **POLICY STATEMENT:**

Woden Early Childhood Centre *aims to have a positive relationship between parents and staff. Parents are encouraged to become involved in the running of the Centre. Parents and staff need to work together to make the transition between the home and the Centre as harmonious and relaxed as possible.*

This Policy supports inclusive practices at Woden Early Childhood Centre Please refer to the inclusion policy.

#### **RATIONALE:**

“Parents who get involved are more likely to understand and support any particular approaches you are trying with a child, and to support this from home.

parents who getinvolved take a greater role in their child’s education and activitiesa round schooling, which research shows leads children to do better academically and socially” (Raising children network)

**SCOPE:** This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

**RELEVANT LEGISLATION:** *Centre based children's Services Conditions August 2000*  
1.17,1.18

**QUALITY ASSURANCE SYSTEM:** *Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle 2.2, 2.3*

**LOCATION OF INFORMATION:** This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

#### **LINKING POLICIES**

conduct within the Centre

grievance policy

fee policy

Inclusion policy

Policy Development and review polciy

**Source Documents:**

Early Childhood Australia, The Code of Ethics 2006, retrieved from [www.early childhood Australia.org.au](http://www.earlychildhood.org.au) on 3 December 2008

**raising children network parents in school and child care, ([www.raisingchildren.net.au](http://www.raisingchildren.net.au)involving) 10 December 2008**

**POLICY REVIEW**This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review

**Date endorsed by Committee: 24.3.09**

**Date to be reviewed: 24.3.10**

## Keeping families informed

Parents will be kept up to date with what is going on in the Centre through regular emails, newsletters plus notices in the foyer area and in the children's room. The Centre asks that families read all notes that are sent home carefully and return any forms promptly.

Through positive and open communication between parents and staff we can ensure expression and acknowledgment of individual needs, and facilitation of shared decision making in regard to the meeting of these needs. It is important that parents feel comfortable in taking an active role in the service. Busy parents may prefer to limit their involvement to simply reading the centre's newsletter and assisting where able.

### Parents can become involved in their child's centre by;

- Standing for election to the Management Committee,
- Participating in daily events such as; art/craft, reading stories, singing songs, or helping with cooking activities for the children
- Attending the centre's social events such as "sausage sizzles", winter warmer, guest speakers and parties
- Contributing their ideas during discussions with their child's room leader re: their child's individual program and developmental progress
- Assisting with supervision on excursions.
- Attending Parent staff evenings which are held once or twice a year after hours at the centre. This gives parents the opportunity to discuss the general program and their child's progress with the staff in each room. Interview times are available at other times during the year by request.
- Sharing musical expertise, multicultural cooking, and multicultural resources.
- Participating in Centre working bees.

Parental involvement is genuinely encouraged, however prior arrangements should be made with your child's Room Leader. If a difficulty arises as a result of parent participation and the

Room Leader or Director determines that this form of parental involvement is unsettling for the children a decision will be made on whether to discontinue such arrangements.

Parents are encouraged to discuss any issue or problem concerning their child with the child care staff and/or the Director. Any information given to the staff is treated in a confidential manner. We encourage parents to speak to staff on a daily basis. Each room has its own communication book for messages to child care staff. There are day sheets in Nursery and "Daily News" or "Magic Moment" boards in the Toddler, Intro and Preschool Rooms.

**Parents can make suggestions to enhance the centre's program by:**

- putting their ideas in writing into the Centre's "Suggestion Box"
- completing parent Accreditation questionnaires re the quality of care provided
- completing the "Program Evaluation - Parent Survey"
- speaking to the Director about their views.
- attending Committee meetings, out of interest.

**Care may be refused if parents:**

- do not keep their fee payments two weeks in advance
- are unwilling to cooperate with staff and management, to the detriment of the centre's homelike atmosphere
- are abusive to the children in our care, other parents, or any staff member.

Serious concerns will be dealt with immediately, with a formal written response forwarded to the parent/s. Please see **Conduct within the Centre Policy**

**Grievance procedures**

*The relationship between parents and staff should be based on mutual respect and courtesy. Occasionally disputes may arise. Please discuss these with the staff member involved and/or the Director. We aim to maintain good open lines of communication between parents and staff. Please see **Grievance Policy***

Woden Early Childhood Centre

Cover page format adapted from Child Care Co-operative Model Policy to fit with our existing contentK