



## COLLABORATION WITH PARENTS POLICY

**RATIONALE:** Little Feet Childcare Centre aims to make communication with parents as open, regular and informative as possible. We recognise that while parents are interested in all aspects of the centre they are often restricted by time. We have therefore instigated a variety of communication means.

### **TE WHĀRIKI**

**Belonging - Goal 2:** Children and their whānau experience an environment where they know that they have a place.

### **PROCEDURES**

- Kaiako aim to verbally communicate with parents daily.
- Whiteboards or notices are located near main entranceways to communicate necessary information to all parents. These boards are updated daily.
- Regular newsletters specific to each Little Feet Childcare Centre are written. These are made available to parents.
- Little Feet Childcare Centre publishes a monthly newsletter which is made available to parents whose children attend Little Feet Childcare Centre.
- There is a day book for recording and communicating relevant information to parents. Likewise, parents can leave messages or information for kaiako to read.
- Kaiako at Little Feet Childcare Centre meet with parents twice a year for 'parent teacher conversations' to discuss their child's development and any issues of importance. Kaiako also invite individual meetings/discussions to take place as required.
- Parents and whānau are invited to meet with management and kaiako to share in annual policy meetings and the amount and details of the expenditure of any Ministry of Education funding received.

- All policies are available to parents online at [www.littlefeetchildcare.co.nz](http://www.littlefeetchildcare.co.nz)
- Group discovery books are displayed prominently and updated regularly to show learning and development following the children's interests.
- E-mail is used as a tool for positive communication.
- Parent and whānau education evenings are offered on an ad-hoc basis throughout the year. We welcome suggestions for proposed topics.
- Nappy changes, toileting and sleep times are recorded in information books.
- A portfolio book is kept for each individual child. This book documents the child's learning and development and parents are encouraged to contribute to their child's book.
- Info-care, an online communication software programme, is used to share children's learning and experiences with individual parents and as a tool for corresponding centre newsletters and information. This is a secure site and permission will be gained from parents on enrolment.
- Parents are encouraged to add to their child's discovery book with learning stories from home and through the comments section of the online Info-care communication system.
- Parents are encouraged to communicate with kaiako and management freely and we greatly value their contributions.
- Any custodial dispute over a child's day to day care and right to early childhood education needs to be settled by the parents.
- Kaiako are bound by confidentiality and are not permitted to release any information concerning another child's health or behaviour.
- Parents will be informed of any accident or serious incident that concerns their child on the same day and in a timely manner.