

# GERALDINE PRESCHOOL COMMUNICATION POLICY

**Rationale:** To ensure that the Management and staff of the centre effectively communicate and consult with each other, parents and whānau ensuring that everyone acknowledges and respects all parties values, needs and aspirations.

**Purpose:**

- To ensure parents and whānau are encouraged to participate in decision making regarding their child.
- To provide clear guidelines for management, staff and parents to discuss concerns or issues about the service.
- To ensure staff provide opportunities for parents/caregivers to discuss their child's progress and contribute to decisions regarding their learning.

**Procedures:**

**With parents/whānau**

- Parents will be welcomed appropriately and will be encouraged to be an integral part of the centre.
- Parents will be kept informed through newsletters, Educa, the website and information on the notice board in the entrance area.
- Children's individual records will be deemed to belong to the parent/guardian and will be available to them at all times.
- The centre has an open door policy and parents and whānau are welcome at all times.
- Staff will informally meet parents on a daily basis to exchange information.
- Two time per year formal parent – teacher meetings will be offered to all whānau of children aged over 2.
- Staff will be available at mutually suitable times to discuss with parents any issue concerning their child/children.
- Parents are encouraged to participate in decision making by speaking to staff.
- Parents will have the opportunity of discussing their concerns with staff and management, and will be listened to. (Refer complaints policy)

- Communication with parents will be an integral part of preschool operations.
- Parents or their emergency contacts must be able to be contacted, whenever their child is attending preschool, should it be required.

### **Parent/Whānau involvement**

At enrolment, parents will be invited to become involved with the centre in recognition of the key role of forming strong partnerships with parents. Parents may choose to become involved through:

- Contributing to the self review process – especially topics of high relevance to parents (eg assessment procedures, routines, communication etc.) Scheduled reviews are placed on the notice board and parents are encouraged to read these and add comments.
- Assessing information regarding the expenditure of any Ministry of Education funding received by the service.
- Consultation on aspects of the service which concerns their child eg opening hours, fees charged etc.
- Completing the Annual Parent Survey.
- Attending the Information evening, hui and other organised events.
- Joining the Board of Governance.

### **With Staff/Management**

- Each year Management and staff, in consultation with feedback from parents will review the centre philosophy.
- Staff will communicate frequently, both informally (through daily discussions) and formally (through Educa Profiles) information of their child's time at the centre, including their learning.
- Staff will encourage parents/whānau to contribute to children's portfolios, including ideas for ensuring continuity of learning.
- Management and staff will regularly monitor centre practises and policies to ensure quality early childhood education is offered to the families attending.

- **SIGNED:** \_\_\_\_\_ **NAME:** \_\_\_\_\_
- **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_
- **REVIEWED: April 2015**
- **NEXT REVIEW: April 2018**