

## communication and consultation

Enquiries to: Manager, Chairperson

Applies to: Centre Manager, Team leaders, teachers, relievers, volunteers, parents and children.

Date Developed May 2009

Date Reviewed: May 2022

Next Review Date: May 2023

Location of file:

Last saved: 10/05/2022

Management consulted Yes/No Staff consulted Yes/No

Parents consulted Yes/No

Approved by Jenni Mason Designation Centre Manager Date 10/05/2022

**Rationale:**

To provide effective, open and reciprocal communication between Teachers and parents, guardians and whānau of the children enrolled at Gracefield Early Childhood Centre.

**Policy:**

Information will be distributed in a clear and unequivocal manner. All interested parties will be kept informed of matters of importance at the centre.

**Procedure:**

At Gracefield Early Childhood Centre we want to ensure that communication and consultation between management and Teachers and with parents/guardians, whānau, hapu, iwi and local communities acknowledges and respects all parties’ values, needs and aspirations.

At Gracefield Early Childhood Centre we wish to provide opportunities for parents/guardians and where appropriate whānau to:

* Feel welcome to spend time at the centre, discuss concerns, and participate in decision making concerning their child.
* Discuss both formally and informally their child’s progress, interests, abilities, and areas for development on a regular basis, sharing specific observation-based evidence.
* To have information concerning their child and the operation of the service.

Confidentiality is respected and only discussion about a parents’ own child will be entered into.

On enrolment information package is given to parents outlining details that parents will need to refer to from time to time about some procedures.

Information regarding the care of children is documented in various ways. These include sleep, nappy and food charts, settling in learning stories, children’s individual profile books and policies.

White boards in the sign in area and in Ruma Ngā Piwakawaka also keep parents informed about events of the day and other snippets of information.

Formal and in-formal observations are undertaken on children and discussed at staff meeting. These form the basis of our learning programme. Parents are welcome to take children’s profiles home and read them. The teachers welcome any input to these from the family.

Newsletters are produced each month to keep parents informed about what is happening in the centre. Parents/guardians and whānau are welcome to review policies as they are developed and put onto the parent notice board in the locker room. Parents are also invited to join the committee or attend committee meetings monthly.

All committee meetings have minutes recorded and a copy put on the parent notice board. The Centre Manager and a Staff representative attends committee meetings. The Centre Manager prepares a report which is presented to the committee.

**Other Procedures:**

* Face to face communication at the beginning and end of the day as time permits.
* Parents, guardians and whānau can make contact with a teacher by phone, e-mail or face to face at an appropriate time to talk or meet.
* Profile books for all children are available for parents to look at any time as well as learning stories on Educa.
* Notice boards displaying appropriate policies, items for review, relevant information e.g., Committee
* Meeting reports and minutes etc and items of interest.
* Programme planning displays show current learning objectives and evaluations.
* Newsletters - on e-mail and/or paper. Produced once every six weeks including information on areas of the programme.

**Unusual or emergency circumstances**

During/in an emergency shutdown (i.e., Covid 19 pandemic, March 2020) the parents will be kept informed of developments through email.

**References:** ECE regulations 2008, Licensing Criteria for ECE GMA1 - GMA4, Criteria to assess Governance management and administration standard.