



Family Code of Conduct

Date adopted:

Date last reviewed:
February 2023

Reviewed by:
Board of Management,
Staff and Families

Date of next review:
February 2025

Policy context:

This policy relates to:

Legislation/Act.

National Quality
Standards.

Quality Area 6 Collaborative partnerships with families and communities
6.1 *Supportive relationships with families* Respectful relationships with families are developed and maintained and families are supported in their parenting role.

Documents related to this policy

Related
policies

Delivery and Collection of Children Policy

Forms or
other
organisational
documents

References

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.

Responsibility for review: The Board of Management.

Where appropriate staff will be part of the review process.

Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.

Woy Woy Peninsula Community Childcare



Family code of conduct

Please treat our staff and visitors with courtesy and respect.

Please read and familiarise yourself and comply with the Centre's policies.

Policies are located in our foyer and on our website

Please ensure that you sign your child in and out each day.

Please inform educators that your child/ren has arrived and is leaving each day.

Please keep security code confidential, children are not allowed to use the security keypad.

Please do not hold the door open for others upon entering the Centre. Whilst it may seem rude not to do so, it could prevent someone from being inside that is not allowed access.

Children are to arrive no earlier than 7:30am and must depart by 5:30pm dependent on agreed hours (Long Day licensing requirement) or 8:45am arrival and 3:15pm departure (Preschool licensing requirement).

Please give prior notice to the Centre if children are to arrive late (after 10:00am). Remember late arrivals may disrupt the children and your child may not receive the full benefit of the program.

Please ensure that emergency contact information is kept up to date and that emergency contacts are made aware of their responsibilities.

Please label all articles (shoes, clothes, comforters, drink bottles).

Please hold your child/ren's hand as you leave to keep them safe.

Please ensure that you only let child/ren in your care through the gate and no others. Please do not allow your child/ren to swing on the gate.

Reviewed February 2023