



Partnerships with Families Policy

Date adopted:

Date last reviewed:
May 2023

Reviewed by:
Board of Management.

Date of next review:
May 2025

Policy context:

This policy relates to:

National Quality Standards.	<p>Element 1.3.3 <i>Information for families</i> Families are informed about the program and their child's progress.</p> <p>Quality area 6—Collaborative partnerships with families and communities</p> <p>Collaborative relationships with families are fundamental to achieve quality outcomes for children. Community partnerships that focus on active communication, consultation and collaboration also contribute to children's learning and wellbeing.</p> <p>Standard 6.1—<i>Supportive relationships with families</i> Respectful relationships with families are developed and maintained and families are supported in their parenting role.</p> <p>Element 6.1.1—<i>Engagement with the service</i> Families are supported from enrolment to be involved in the service and contribute to service decisions.</p> <p>Element 6.1.2—<i>Parent views are respected</i> The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.</p> <p>Element 6.1.3—<i>Families are supported</i> Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.</p> <p>Standard 6.2—<i>Collaborative partnerships</i> Collaborative partnerships enhance children's inclusion, learning and wellbeing.</p> <p>Element 6.2.2—<i>Access and participation</i> Effective partnerships support children's access, inclusion and participation in the program.</p>
Legislation/Act.	Education and Care Services National Regulations 62 Exceeding National Quality Standard

Documents related to this policy

Related policies	Complaints/Grievance Policy Confidentiality Policy Orientation / Enrolment Policy
Forms or other organisational documents	
References	Guide to The National Quality Framework

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.	

Purpose

To provide opportunities for families to have open communication opportunities with staff and management.

Rationale

To offer families the opportunity to contribute to the Centre's service and program.

To offer formal and informal levels of involvement.

To utilise parents and primary caregivers skills as a resource for the Centre.

To respect families commitments and non-involvement.

Procedure

- To have opportunities in the enrolment form and orientation process to give information/expectations for your child.
- Open door policy to be highlighted.
- Photos of management members and staff in foyer.
- Regular newsletters will be made available to each parent.
- All parents have the opportunity to join the Committee or to attend the meetings, including AGM and general meeting.
- Parent are welcome to spend time at the centre and to have input into the centres curriculum, programming and evaluation.
- Half yearly reports are completed and sent home to families in their child's learning journal to give families the opportunity to discuss their child's progress and development.
- Children and parents are given the opportunity to have orientation time at the centre.
- The Centre has an adult resource library (posters, pamphlets, videos, books & booklets) available covering a range of topics.
- Copies of the Centre's policies are available to parents/caregivers in the foyer.
- Parents/guardians will be informed of any outbreaks of Infectious diseases and other conditions at the centre e.g. notes, on white board outside the front door.
- Minutes of Board Meetings will be available within the centre.
- All families will be issued with Family Handbook which overviews all relevant policies / procedures and Philosophy Statement.
- Utilise literacy hotline / translator as required. (The Reading Writing Hotline 1300 655506, Interpreter and Translation Service Hotline 131 450, Ethnic Affairs 1300 651500).
- Relevant Management decisions are included in newsletter to all families.

- Families/caregivers are invited to share information at the beginning and end of each day.
- Information about child's day will be included in:
 - Learning journals (accessible at all times)
 - Eat/sleep/drink charts
 - Nappy change record (to be kept for 3 months)
 - Toileting info as required
 - Accident/Illness/Behaviour (alerted by red dot on sign in/out sheet) as required.
 - Medications as required
 - Goal setting / Interviews
 - Half yearly reports / summaries
 - Additional meetings as required (IEP, transitions etc)
 - Child Survey (initial 4 - 6 weeks)
 - Health Survey (enrolment)
 - Chronic Illness Management as required.
 - Telephone calls as required
- Invite families to participate in the program, visitors, excursions and sharing skills e.g. Dance-a-thon, Disco, etc.
- Information sessions, e.g. Guest speakers
- Regular review and ongoing formulation of policies and procedures.
- Surveys re Centre performance – annual
- Suggestion box – in foyer.
- Further information about your child/children, requires an appointment.
- Daily programs are on display for Indoor, Outdoor and Music / Language / Projects - we welcome your comments / input.
- Notice boards contain other information about the Centre, early childhood issues and community notices.