



COLLABORATION WITH PARENT'S POLICY

RATIONALE:

We at Akoranga preschool aim to make communication with parents/whanau 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 WHAARIKI:

Belonging – Goal 2: Children and their families experience an environment where they know that they have a place.

PURPOSE:

To keep parents/whanau informed and help to understand the policies and learning development of our centre and their children.

PROCEDURES:

- Teachers aim to communicate with families daily, especially key teachers.
- Our centre has an open-door policy so therefore families are welcome here at all times. Families will be welcomed appropriately and encouraged to be an integral part of the centre.
- Programming/mapping of children's learning journey will be displayed on walls around the centre for families to see (focus boards)
- From time-to-time newsletters will be written and these will be made available for families either through story park or in hard copy form.
- The daily communications dairy is located by the sign in register for families to write any information for teachers to read.
- Staff are bound by confidentiality and are not permitted to release any information about children or any other child's health or behaviour.
- All policies are available to parents of interest to their child's learning and development if they so wish to read these. Parents are invited to comment on policies that are under review.

- Nappy changes, toileting and sleep times are recorded daily for parents to view if they choose to.
- Bottle feeding times are recorded on the whiteboard in the kitchen (Room 1)
- Whanau will be informed of any learning injury or serious incident that occurs on the same day.
- Portfolios will be kept for children who do not have access to the internet as well as E-portfolios mapping children's learning. Story Park is our online communication software programme and is used for sharing children's learning experiences. These are private to our individual whānau and only they can share it with their whānau. Parents are encouraged to add comments and feedback to their child's portfolios.
- Parents are encouraged to communicate with teachers and management freely and we greatly value their contributions. If whānau require a more in-depth consultation with staff, then a time is set between key teacher and parent.
- Parents communication to staff relating to their child will be kept in a notebook in the main room. This is shared among teaching staff in the most confidential way.
- It is expected and the responsibility of the Whanau to inform centre management of any custodial arrangements or changes while enrolled at Akoranga Preschool. All documentation in relation to this will be kept in the child's private file in the office and only shared with the employees who need to be aware of these arrangements.
- The centre has a key teacher policy linking into those all-important links of forming relationships with the families.

Date: February 2025

Review Date: February 2027