



## **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.
- Whiteboards or noticeboards are located in the main entry way above sign in desk and in the kitchen to communicate necessary information to parents and from parents. These will be updated regularly.
- Programming information is displayed on the noticeboard above the sign in desk. Also programming/mapping of children's learning journey will be displayed on walls around the centre for families to see and make comments on.
- 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 sheets are located by the sign in register for families to write any information for teachers to read; likewise teachers can leave notes for families here as well.
- 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 if they so wish to read these. Parents are invited to comment on current policies that are under review.
- Nappy changes, toileting and sleep times are recorded daily for parents to look.

- Bottle feeding times are also recorded on the whiteboard in the kitchen.
- 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 on line 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 note book in the main room. This is shared among teaching staff in the most confident way.
- The centre has a key teacher policy linking into those all-important links of forming relationships with the families.

Date Approved: August 2016

Review date: August 2017