



Partnership with Parents Policy

Indooroopilly Montessori Children's House

Date: August 2004

Dates Reviewed: July 2006, Oct 2007, Feb 2008, **Nov 2008**

Rationale

Australian society has seen a shift in the care of young children. An increasing demand for childcare outside the family home has led to a huge increase in childcare centres.

In devising our policies we understand "relationships are built through meaningful communication." When we address issues of diversity, development, health and well-being with parents we strengthen the bond between the Centre and home. ('Enhancing Children's Development, Dau.2004)

Aims

- ◆ To communicate regularly with families to share information about their child's health and development;
- ◆ To strengthen the partnership between staff and families;
- ◆ To increase the opportunities where staff and families can communicate and share information;

Implementation

Parents will:

- ◆ receive a "Communication Plan" on enrolment, which details the regular opportunities for communicating information about each child's development.
- ◆ Become involved in all of the communication strategies outlined in the Communication Plan.
- ◆ Be reminded about these opportunities for sharing information through newsletters, signs, posters etc.
- ◆ Be made aware of the Grievance procedure for handling conflict or issues of concern with staff.

Staff will:

- ◆ Implement the communication strategies as per the "Communication Plan"
- ◆ Plan for and deliver a discussion on classroom goals and objectives during Parent Orientation evening.
- ◆ Ensure they are approachable to families for discussion about each child's development and well-being at an appointed time, rather than during teaching hours in the presence of the child.
- ◆ Follow the Grievance procedure for conflicts with parents/families of children in their care at the Centre.
- ◆ Communicate daily events via notice board, parent daily information sheet, newsletters photos etc

The Director will:

- ◆ Support staff in their endeavour to provide an open communication policy at the centre.
 - ◆ Accept all Grievance Reports and act on them as per Grievance Procedure for conflicts or areas of concern between staff and parents.
 - ◆ Provide reminders in newsletters and Parent Handbook that parents are always welcome to discuss any problems large or small.
 - ◆ Communicate with parents/families directly through individualized phone calls, newsletters, formal letters and informal conversations during centre events and special days.
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Sources:

Early Years Training Group.
Who Am I in the Lives of Children : S Feeny, D. Christensen and E. Moravcik,
1987.
'Enhancing Children's Development, Dau.2004

COMMUNICATION

Parents and staff need to be aware of the importance of sharing information which helps both parties better anticipate children's behaviour & development needs. From the parent's perspective it is sensible to inform staff if your child has had a bad night, or if there are any changes occurring in the pattern of family life. Staff will also at times need to pass on special messages to you.

Parents or guardians can ask at any time for the information about the following: –

- the activities and experiences provided by the Centre;
- the Centre's philosophy about learning and child development outcomes and how the intended outcomes will be achieved;
- the goals about knowledge and skills to be developed through the activities and experiences

COMMUNICATION PLAN

The Communication Plan is part of the "Partnership with Parents" Policy.

At the beginning of the year or on enrolment, parents will be asked to complete a written document outlining their child's interests, likes and dislikes and additional information about developmental requirements – e.g. sleep, toileting, food intake, medical needs.

Opportunities will be given for parents to discuss the programme goals, areas of development for the age group and the centre activities for the year with the Group Leaders.

AIM

Our aim is to build continuity between care practices in your home and practices in the Centre. In order to do this successfully it is important that parents utilise the various opportunities within the Centre to contribute ideas and advice and share in decision making. It is also imperative that parents advise staff of other community services that may play an active role in their children's health and development.

Daily

- ◆ Informal conversations will take place at drop-off and pick-up times.
- ◆ A daily communication book is provided for each group, in which parents pass on information of a non-personal nature.
- ◆ Children's sleep/meal details are available (on a daily basis).
- ◆ Documentation in The Parent Daily Information Sheet ,for the younger Groups, will be displayed near the sign-on area, and
- ◆ Parents are invited to discuss any 'sensitive periods for learning' with regard to their child to contribute to the programme by giving information about their child's development and to share points of interest.

Weekly

- ◆ Information pertaining to children with Additional / Diverse Needs is documented, and
- ◆ Personal communication books will be used to relay information to parents of children from non-English speaking backgrounds or with Additional / Diverse needs.
- ◆ Documentation in the Weekly Information sheet, for the older groups, will be displayed near the sign-on area

Monthly

- ◆ A contribution is made by the staff to each child's individual development journal (photos, written observations, work samples etc.).
- ◆ Parents are invited to contribute to their child's journal with regard to life outside the Centre.
- ◆ Parents receive a monthly Newsletter containing articles of interest, policy changes, information pertaining to the programme and up and coming events, and
- ◆ Parents are welcome to share thoughts on the programme.

Annually

- ◆ Parents may make an appointment at any time during their child's attendance to discuss his/her development.

Web Page

Information about the Centre activities and curriculum is available on the web.

www.imch.com.au

REMEMBER: If you have a concern about your child's health and development or wish to contribute to Centre activities, do not hesitate to talk with your child's Group Leader. However, please do this at an appointed time rather than during teaching hours in the presence of the child.

Information on centre communication can be accessed through interpreters. If you require further assistance with any communication, please contact the office.