



Collaborative Partnerships Policy (CPFC 1)

Policy Rationale

Family participation in the education and care service is an important part of making the service a true part of the community and creating an environment that is welcoming and inclusive and supports a sense of belonging for children, families and educators.

Strategies, Practices and Procedures

This policy has been adapted from information provided by Community Child Care Co-operative (NSW).

- Ensure that families may enter the Preschool at any time unless such entry would pose a risk to the safety of children/educators or breach court orders regarding access to children.
- Ensure that educators provide information to families regarding the content and operation of the educational program, in relation to their child and that a copy of the educational program is available for inspection at the Preschool.
- Ensure that families have access to documents regarding the assessment of the child's developmental needs, interests, experiences and participation in the educational program and assessments of the child's progress against the outcomes of the educational program.
- Ensure that parents are notified of any incident, injury, trauma or illness that occurs for their child while at the Preschool.
- Ensure that parents are notified of changes to policies or fees and given adequate notice as per the *Education and Care Services National Regulations 2011*.
- Ensure that a copy of the *Education and Care Services National Regulations 2011* is available for parents to access.
- Ensure that the enrolment and orientation process provides families with information about the philosophy, policies and practices of the Preschool prior to children's first

attendance at the service.

- Our Management Committee encourages family involvement in the Preschool. The Committee will elect representatives to oversee and chair meetings; each meeting will have an agenda and all families will be invited to participate in the meeting. Committee attendees will have input into the continuing improvements within the Preschool will assist with staff recruitment, family activities, encourage community partnerships and service events. A staff representative will attend each meeting.
- Inform families about the processes for providing feedback and making complaints.
- Educators will be available for families at pick up and drop off times to pass on important messages and information about their child's participation in the Preschool program.
- Encourage families to be involved in the Preschool program through feedback, visiting the service, bringing in items from the home environment and giving feedback on children's emerging interests and needs.
- Promote continuous open and honest two way communication with families to assist them to feel connected with their children's experiences in the Preschool setting and to develop families' trust and confidence in the Preschool.
- Value parents as the first and most important educator in their child's life, seeking to share the parent's understandings, knowledge and preferences for their child and seeking to balance individual needs with practice in the Preschool.
- Recognise that because families, and parents in particular, are often busy with many competing priorities, they will need to consider a range of strategies to build and maintain relationships with each family.
- Make documentation available to families and prepare documentation in a way that is readily understandable to the parents of the child and to other educators.

Families will be encouraged to;

- Provide accurate information on enrolment and medical information forms during the enrolment process and notify educators when any information changes.
- Be invited to contribute to the quality improvement process within the Preschool.
- Share in our excursions as an opportunity to support their children's knowledge of and engagement in their community.
- Be invited to assist with working bees in the Preschool. These will be arranged from time to time to help maintain equipment and the Preschool environment.
- Be invited to family events to be held periodically to help families network and develop friendships in the local community. Educators will be encouraged to attend these events.

Links to Legislation & National Quality Standards

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 75, 76,80, 86, 111, 157, 172, 185
- Guide to the National Quality Standard ACECQA (2011): 1.1, 1.1.4, 2.1.4, 2.3.3, 2.3.4, 3.1, 6.1, 6.2, 7.1.1, 7.2, 7.3.5

Links to other Policies

- Interactions with Children (RC 1)
- Excursions (CHS 12)
- Staff Guidelines (SA 1)
- Complaints Handling and Grievance Procedures (LSM 1)
- Enrolment and Orientation (CPFC 3)
- Incidents, Injury Trauma and Illness (CHS 9)
- Confidentiality & Record Keeping (LSM 1)

Policy Updated: _____ JULY 2013 _____