**OTTAWA GARDEN’S PRESCHOOL & NURSERY**

**Parent Involvement/Information and Communication Policy**

**Background Information**

Licensing Criteria 2008, Governance, Management and Administration

GMA2 Written information letting parents know how to access:

* Information concerning their child;
* The service’s operational documents; and
* The most recent Education Review Office (ERO) report regarding the service

GMA3 Written information letting parents know:

* How they can be involved in the service
* Any fees charged by the service
* The amount and details of the expenditure of any Ministry of Education (MOE) funding received by the service; and
* Any planned reviews and consultation

**Purpose**

At Ottawa Garden’s Preschool, we value parents’ contribution and involvement in their child’s education and care. We will strive to ensure that parents are advised on how to access relevant information concerning their child and the operation of the Centre and inform them of any planned reviews or consultation.

Staff and parents can discuss and agree on the best ways to communicate at the Centre. People can have realistic expectations about the level of communication and what they can expect to see happening.

**Procedures**

Teachers aim to verbally communicate with parents daily;

Regular newsletters are put in child pockets in their respective rooms;

There is a day screen for recording and communicating relevant information to parents. Likewise, parents can leave messages or information for teachers to read;

Parents are invited to meet with management and teachers to share in decisions concerning their children’s care and education;

Programme planning is displayed for parents to view;

Portfolios are kept for each child to communicate information to parents and teachers about their child’s development and daily activities;

The following information is available to parents and can be accessed in the foyer area:

*Building Warrant of Fitness, Centre License, Early Childhood Regulations (2008) and accompanying criteria, Complaints Policy, Earthquake/Fire Procedures, Person Responsible information, Centre Policies, Staff Qualifications*

Parents are encouraged to communicate with teachers and management freely and we appreciate contributions;

Teachers are bound by confidentiality and are not permitted to release any information concerning another child’s health or behaviour.

Date Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date for Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_