

Information and Communication with Parents Policy

Why do we have this policy?

Communication between the and parents/care givers is important in establishing good relationships and trust, which will in turn assist with the child's learning and well being at the Preschool.

Communication with Parents Policy Procedures

- Pukeko Preschool will have on display the following documents at all times:
 - The Education (Early Childhood Services) Regulations 1998 or 2008 and Licensing Criteria for Early Childhood Education and Care Preschools 1998 or 2008 as appropriate
 - The full names and qualifications of each person counting towards regulated qualification requirements
 - The Preschool's current license certificate
 - The Preschool's Complaints Policy
 - Pukeko Preschool's full set of policies and procedures
 - The Preschool Philosophy statement
- Daily notices of interest will be written on the white board directly above the sign-in sheets, and written notices and statements will be put in children's 'Parent Pockets' for parents and care givers to collect.
- Copies of parent newsletters and the Pukeko Preschool Community Newsletter will be available in the sign-in area.
- The Preschool Manager and teaching staff will always make themselves available to confidentially speak with parents or care givers about any issues or questions which they may have.
- Teachers will keep in mind that the safety of the child is paramount. In some circumstances it may be appropriate to refer to the Child Protection Policy.
- Each child will have a Learning Story Book containing samples of their work, as well as documented stories concerning the child and their learning. This is always available for the parents and care givers to read at the Preschool, and information will also be on the Parent Portal.
- Teachers will regularly take the time to talk to individual parents and care givers about their child, the progress which they are making, and any issues which the teachers may feel important to discuss.
- Any time the Manager needs to make contact with an external agency regarding any particular child, details of this contact and any correspondence will be kept in the child's enrolment file.

Reference: Licensing Criteria for Early Childhood Education and Care Preschools 2008, GMA 2, GMA 3, C12, C13

Te Whāriki

Strand 2 – Belonging – Mana Whenua. Children and their families experience an environment where they know that they have a place (Goal 2). Here, this refers to parents and care givers knowing about what is happening at their child's Preschool. This confidence will result in stronger links between the Preschool and home environments, and better outcomes for the children.