**PROVISION OF INFORMATION FOR PARENTS POLICY**

**Rationale:** To ensure that the Centre effectively communicates and consults with parents and whānau acknowledging and respecting their values, needs and aspirations.

**Purpose:** To ensure parents and whānau are encouraged to participate in decision making regarding their child.

**PROCEDURES**

* An Enrolment Pack will be provided for each child as they begin at the Centre. This will include a Parent Information Booklet outlining key Centre procedures and practices.
* The Information Booklet will outline how parents can be involved in the Centre.
* The Centre Fees schedule will be displayed (*indicate the area in your Centre here)*
* Details of the amount of funding the Centre receives from the Ministry of Education and how this is spent will be displayed (*indicate the area in your Centre here)* and placed in the newsletter when the annual accounts are audited.
* Regular (fortnightly) newsletters will keep parents informed of the Centre programme.
* Each child will be provided with a Profile Book that documents the teachers’ assessments of the child’s progress in learning at the Centre. These books will be stored in the playroom the child attends. Parents will be informed of the location of books by teachers during induction and in the Parent Information Booklet.
* All Centre policies will be reviewed on a three year cycle. When a policy is due for review it will be provided to all staff for comment. A copy will be placed *(indicate the area in your Centre here)* and/or emailed to parents to view and comment on. *Note any other strategies your Centre may use.*
* Children's individual records will be deemed to belong to the parent/guardian and will be available to them at all times.
* Teachers will be available to informally meet parents on a daily basis to exchange information.
* Teachers will be available at mutually suitable times to formally discuss with parents their child’s ongoing learning and development.
* At enrolment, parents will be invited to become involved with the Centre, in recognition of the key role of forming strong partnerships with parents including:
* Contributing to policy and philosophy review.
* Contributing to the self-review process – especially topics of high relevance to parents (e.g. assessment procedures, routines, communication etc).
* Consultation on aspects of the service which concern their child, e.g. opening hours, fees charged, etc.
* Consultation for policy review will include:
  + Providing a copy of the existing policy.
  + Making suggestions for change.
  + Consulting Parents/Whanau for feedback and further suggestions.
  + Including suggested changes for final Policy ratification.

***Licensing Criteria GMA 1-4.***