**COMMUNICATION 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.

The Centre will effectively communicate and consult with parents and whānau, acknowledging and respecting their values, needs and aspirations, in order to encourage participation in decision-making regarding their child.

**PROCEDURES**

* Parents will be welcomed appropriately and will be encouraged to be an integral part of the Centre.
* An Enrolment Pack will be provided for each child as they begin at the Centre. This will include a Parent Information Booklet outlining all Centre procedures and practices.
* The Parent Information Booklet will outline how parents can be involved in the Centre.
* Parents will be kept informed through newsletters and information on the Centre notice board.
* 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.)
* Accessing information regarding the expenditure of any Ministry of Education funding received by the service.
* Consultation on aspects of the service which concerns their child e.g. opening hours, fees charged etc.
* Information on fees charged by the service, the service’s operational documents, and the most recent ERO report will be readily available from Management.

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