

## Family Involvement in the Kindergarten

### NQF

QA6	6.1.2	Families have opportunities to be involved in the Kindergarten and contribute to Kindergarten decisions.
	6.1.3	Current information about the Kindergarten is available to families
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing.
	6.2.2	Current information is available to families about community Kindergartens and resources to support parenting and family wellbeing.
	6.3.4	The Kindergartens builds relationships and engages with their local community

  

QA7	7.3.4	Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.
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### National Regulations

Regs	157	Access For Parents
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### Aim

Communications between family members and the Kindergarten are considered crucial for a child to reach their full development. Therefore, we aim to provide an environment where there is a strong emphasis on family/Kindergarten communication to allow consistency and continuity between the home and the Kindergarten environment. By encouraging family members to be involved in the Kindergarten, we aim to provide a Kindergarten that best meets the needs of our community.

### Related Policies and Procedures

Educator and Management  
 Enrolment  
 Family Law and Access  
 Fees  
 Orientation for Children

### Implementation

#### Parent/Caregiver Communication

Our Kindergarten aims to provide as many outlets as possible for family/Kindergarten communication. These include:

- Face to face.
- A regular newsletter which will be put in the children's pockets to be taken home.
- A notice board displaying upcoming events and notices.
- Regular informal meetings with parents and the opportunity to plan formal meetings if necessary/requested.
- A suggestions box at the family sign in/out bench where parents can either anonymously, or give their names if desired, make suggestions to improve the Kindergarten.
- Details provided to participate in DE parent survey regarding the Kindergarten.
- Each family will be allocated a 'pocket' where private correspondence between educators, the nominated supervisor or approved provider and the family can take place.

If necessary, educators have support and access to translation Kindergartens to provide this information for non-English speaking families.

### **Parent/Caregiver Grievances**

Any parent/caregiver with a concern or complaint in relation to the Kindergarten should follow the Grievance Procedure.

### **Parental and Family Involvement**

- Families are welcome to visit at any time of the day. (The Nominated Supervisor and educators will not allow a parent to enter the Kindergarten premises if they reasonably believe this would contravene a court order.)
- Families are encouraged to make suggestions and offer critique on our program, philosophy, management and food menu.
- Families are encouraged to share aspects of their culture with the educators and children as well as appropriate experiences.
- Families are invited to participate in the Kindergarten's daily routine by helping out with activities such as craft, the preparation of morning tea, special activities and afternoon tea.
- A family/educators committee – Governing Council will be established to set goals for the Kindergarten, help write and implement policies and help to meet aims of the NQF Assessment process.
- Minutes of regular educator/parents – Governing Council meetings will be kept on the family sign in/out bench for families to access.

### **Parent/Caregiver Support**

The Kindergarten will offer support as appropriate for those families undergoing difficult situations and who seek assistance. Our Kindergarten offers a parent library which provides resources and contact numbers for various support groups within the local community such as a Child and Youth Health, playgroup and other support Kindergartens.

## Sources

**National Quality Standard**

**Education and Care Kindergartens National Regulations**

**Administration, Hand with Care. (1987). *Sebastian, Patricia*. AE Press: Melbourne.**

## Review

The procedure will be reviewed. Review will be conducted by

- Management
- Employees
- Parents/Families
- Interested Parties

**Reviewed:**

**Date for next review:**