

Croydon Central Kindergarten Inc.

Parental Access and Involvement Policy

1. Authorisation

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on Wed 8th September 2010.

2. Review Date

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

3. Scope

This policy applies to parents/guardians, staff and the Committee of the Croydon Central Kindergarten Inc.

4. Background and Legislation

Services in receipt of preschool funding from the Department of Human Services are required to ensure parent/guardian participation in the planning and operation of the Croydon Central Kindergarten Inc., and in addressing issues relating to children's care and development.

Legislation

- Children's Services Regulations 1998.
- Children's Services Act 1996.
- Equal Opportunity Act (Victoria) 1995.
- The Human Rights and Equal Opportunity Commission Act (Commonwealth) 1986.

5. Definitions

Access: The right of entry to a Croydon Central Kindergarten Inc.

Association Member: A member of the incorporated association as defined in the Croydon Central Kindergarten Inc.'s constitution.

CCK: Croydon Central Kindergarten Inc.

DHS: Department of Human Services.

Involvement: Participation in any aspect of the management and planning of the Croydon Central Kindergarten Inc., and the delivery of the program.

6. Policy Statement

Values

Croydon Central Kindergarten Inc. is committed to:

- Promoting parent/guardian involvement in all components of service delivery and the management of CCK.
- Fostering a spirit of co-operation between the parent/guardians of the children attending CCK, the staff and the Committee.
- Compliance with all funding and legislative requirements.

While CCK acknowledges parent/guardian access and involvement is an integral part of the operation of CCK, the staff and the Committee's duty of care to the children is of prime consideration and it will take precedence over parent/guardian participation in the program if this is deemed to place children at risk.

Purpose

This policy will outline how parent/guardian access and involvement is to be provided.

7. Procedures

CCK will:

- Provide access for parent/guardians to CCK at any time their child is attending a program at CCK.
- Encourage and support parent/guardian participation and involvement in all aspects of CCK. Participation will be welcome at all levels, be it active involvement on the Committee, support at working bees, or involvement in the children's program.
- Encourage communication between parents/guardians, the staff and the Committee.
- Review the programs provided (i.e. the sessions and times that children attend at CCK), taking into account feedback from parent/guardians in the development of future program models.

The qualified staff, assisted by other staff will:

- Welcome parents/guardians at CCK whenever the program is operating and by arrangement with the staff during their non-contact time.
- Provide parents/guardians with information about how the educational program at CCK is developed and the philosophy on which it is based.
- Develop the educational preschool program, in consultation with parents/guardians incorporating the development of children's language, physical skills, emotional and cognitive processes and social interaction skills.
- Offer a variety of opportunities for parents/guardians to participate directly in the children's program, including spending time with the children, preparation of food and drink, assisting with activities, excursions and special events and volunteering special skills to share with the children. In addition, provide opportunities for them to offer feedback to the staff concerning the program.
- Encourage parent/guardians to contribute their suggestions regarding any aspect of the program through discussion with the staff and/or the Committee.
- Provide the parent/guardians with opportunities for communication about their child, either informally before or after the program, or by appointment during the staff member's non-contact time with the children and encourage parent/guardians to take up these opportunities.

- Provide opportunities for parent/guardians to discuss the individual records the qualified staff member has recorded of their child.
- Provide information regarding the educational program through bulletin boards and regular newsletters, which will show an understanding of, and consideration for, the relevant languages and cultural diversity of the families using CCK.

8. Key Responsibilities and Authorities

The Committee is responsible for:

- The overall implementation of the policy.
- Encouraging parent/guardian participation and involvement in the operation of CCK.
- Approving any changes to the policy.

The qualified staff is responsible for:

- Leading the staff team in the implementation of this policy.
- The provision of appropriate and regular information to parents/guardians regarding CCK's educational program.
- Ensuring times are made available for parent/guardians to share information about their child.
- Encouraging parent/guardian participation and involvement in the educational program of CCK.
- The day-to-day implementation of the policy.
- Assisting the parent/guardians participating in the program, to interact appropriately with the children.

9. Resources and Support

Related Documents

- DHS preschool funding criteria.
- DHS Legal Services, *Duty of Care*.
- Victorian Legal Aid & the Department of Human Services *Legal Aspects of Child Care*.
- The DHS *Preschool Quality Assessment Checklist* and Workbook.

Phone Numbers

- The regional DHS Children Services Adviser.
- Kindergarten Parents Victoria: 9489 3500, 1300 730 119.

10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Committee will:

- Use a quality assessment tool, for example the *Preschool Quality Assessment Checklist*.
- Assess whether a satisfactory resolution of issues raised in relation to parental/guardian access and involvement has been achieved.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the access and involvement of parents/guardians.