

PARENTAL ACCESS AND INVOLVEMENT POLICY VALUES



Sparkways Early Learning is committed to:

- ▶ Promoting family involvement in all components of service delivery and the management of the service.
- ▶ Fostering a spirit of co-operation between the family/guardians of the children attending the service, the staff, community and Sparkways Early Learning.
- ▶ Compliance with all funding and legislative requirements.

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

PURPOSE

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

PROCEDURES

The service will:

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

Staff will:

- ▶ Welcome families at the service whenever the program is operating
- ▶ Provide parents with information on how the educational program at the service is developed and the philosophy it is based on.
- ▶ Develop the educational program, in consultation with parents incorporating the children's strengths, needs, interests, physical, emotional, intellectual, social and creative development.
- ▶ Offer a variety of opportunities for parents to directly participate in the children's program, including spending time with the children, preparation of food and drink, assisting with experiences, excursions and special events, volunteering special skills to share with the children. In addition, provide opportunities for them to offer feedback to the staff concerning the program and make contributions to the children's individual learning.
- ▶ Encourage families to contribute their suggestions regarding any aspect of the program through discussion with the staff, Area Manager and/or the General Manager – Children & Youth Operations.
- ▶ Provide the families 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.

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Provide opportunities for families/guardians to discuss the children's individual records the qualified staff member has recorded in their child's individual learning.

Provide information regarding the educational program through displays and regular newsletters, which will show an understanding of, and consideration for, the relevant languages and cultural diversity of the families using the service.

Encourage any information gained by a family member during their time at the service either via a staff member or a child, to remain highly confidential.

Once your child has settled into the service and is able to be left confidently you may wish to consider spending some time at the centre. By families volunteering to be involved with the children's program, this provides an additional opportunity for staff to work closely with individual children. We understand that this may not be possible for all families, particularly those with family members who work.

Helping gives you an opportunity to:

- ▶ Spend valuable time with your child (children look forward to these occasions)
- ▶ See the program in progress
- ▶ Get to know your Centre's staff and your child's friends

Other ways in which parents can assist the service include:

- ▶ Sharing special skills
- ▶ Reading stories
- ▶ Attending working bees
- ▶ Attending excursions
- ▶ Laundry
- ▶ Preparing newsletters
- ▶ Mending broken equipment
- ▶ Fundraising

Collecting useful material (paper, cartons, shells, cane baskets, pot plants, scarves or dress ups) please do not send boxes or egg cartons as they may contain traces of nuts or have been produced alongside such containers.

AUTHORISATION

This policy was adopted by the Approved Provider – Sparkways Early Learning on August 2010.

Policy Reviewed Annually

NEXT REVIEW:

JANUARY 2022

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