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**COLLABORATION WITH WHĀNAU POLICY**

**RATIONALE**

Flying Kiwi Preschool aims to make communication with all mātua as open, regular and informative as possible. We recognise that while mātua are interested in all aspects of the centre they are often restricted by time. We have therefore introduced a variety of communication means. Mātua are encouraged to communicate with kaiako and management freely and Flying Kiwi Preschool greatly values contributions.

**TE WHĀRIKI**

***Belonging/ Mana whenua - Goal 2:*** Tamariki and their whānau experience an environment where they know that they have a place.

Licensing Criteria for Early Childhood Education & Care Services 2008

**Curriculum: Working with Others**

* **C11:** Positive steps are taken to respect and acknowledge the aspirations held by parents and whānau for their children.
* **C12:** Regular opportunities (formal and informal) are provided for parents to: communicate with adults providing education and care about their child, and share specific evidence of the child's learning: and be involved in decision-making concerning their child's learning.

**Governance, Management and Administration: Parent Involvement and Information**

* **GMA2:** Parents are advised how to access: information concerning their child; the service's operational documents (such as its philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted); and the most recent Education Review Office report regarding the service.

**DOCUMENTATION REQUIRED:**

Written information letting parents know how to access: information concerning their child; the service's operational documents; and the most recent Education

Review Office report regarding the service.

* **GMA3:** Information is provided to parents about: how they can be involved in the service; any fees charged by the service; the amount and details of the expenditure of any Ministry of Education funding received by the service; and any planned reviews and consultation.

**DOCUMENTATION REQUIRED:**

Written information letting parents know: how they can be involved in the service; any fees charged by the service; the amount and details of the expenditure of any Ministry of Education funding received by the service; and about any planned reviews and consultation.

* **GMA4:** Parents of children attending the service and adults providing education and care are provided with opportunities to contribute to the development and review of the service's operational documents (such as philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted).

**DOCUMENTATION REQUIRED:**

Evidence of opportunities provided for parents and adults providing education and care to contribute to the development and review of the service's operational documents.

**PROCEDURES**

* Kaiako respect and acknowledge the aspirations held by whānau for their tamariki. Mātua are encouraged to participate in decision making concerning their tamaiti learning and development.
* Kaiako aim to verbally communicate with mātua daily and share any information concerning their tamaiti.
* Storypark, an online communication software programme, is used to share tamariki learning and experiences with individual mātua and whānau and as a tool for corresponding centre information. This is a secure site and permission will be gained from mātua on enrolment.
* Whiteboards and notices are also located near main entrance ways, as well as posts on Storypark, to communicate necessary information to all mātua. These boards are updated daily.
* Regular information and updates specific to Flying Kiwi Preschool is written. This is made available to mātua through Storypark or email.
* There is a daybook for recording and communicating relevant information to mātua. Likewise, mātua can leave messages or information for kaiako to read.
* Nappy changes, toileting and sleep times are recorded in information books.
* Mātua will be informed of any learning injury or serious incident that concerns their tamaiti on the same day and in a timely manner.
* A discovery book is kept for each individual tamaiti. This book documents the tamaiti learning and development. Mātua are encouraged to contribute to their tamaiti book. See Assessment, Planning and Evaluation Policy.
* Group planning books are displayed prominently and updated regularly to show learning and development following the interests of tamariki.
* Kaiako at Flying Kiwi Preschool meet with mātua twice a year for a 'whānau kaiako kōrero" to discuss their tamaiti development and any issues of importance. Kaiako also invite individual meetings/discussions to take place as required.
* Information regarding a tamaiti will be shared with both mātua and/or guardians unless there is any custodial arrangement in place to prohibit this. See Tamaiti Protection Policy.
* It is the responsibility of mātua to inform centre management of any custodial arrangements upon enrolment or if custodial arrangements change while enrolled at Flying Kiwi Preschool. This will be documented in the private file of every tamaiti and shared with employees who need to be aware of the arrangements.
* For tamariki of mātua who are separated, any dispute over the day-to-day care of a tamaiti and his/her right to early childhood education needs to be settled by the mātua.
* Kaiako are bound by confidentiality of the Privacy Act 2020 and are not permitted to release any information concerning the health or behaviour of any tamaiti, contact details, and the personal circumstances of the mātua or whanau without consent gained from mātua. Exception is made when kaiako are concerned for a child's safety. See Child Protection Policy.
* Mātua and whānau education evenings are offered on an ad-hoc basis throughout the year. We welcome suggestions for proposed topics.
* Mātua and whānau are invited to fill in an annual questionnaire to provide feedback and support for further development of each centre.
* Mātua and whānau are invited to meet with management and kaiako to contribute to and share in annual policy review meetings.
* Mātua and whānau are also given information as to where they can access centre operational documents, fee structure, details of the expenditure of any Ministry of Education funding received by the centre, and about any planned reviews and consultation, and the most recent Education Review Office (ERO) report.
* All policies are available to mātua on our website on the information for parents page, and as a hard copy at each centre.

**LINKS TO:**

* Assessment, Planning and Evaluation Policy
* Tamaiti Protection Policy
* Key Kaiako Policy
* Privacy Policy

**Date approved:**

**Review date:**