



## **PELORUS COMMUNITY PRESCHOOL**

# **Communication and Consultation**

**Education [Early Childhood Services] Regulations 2008 (and it's Amendments): Regulation 43, 47**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion C12, C13, GMA3**

### **Rational**

The Pelorus Community Preschool recognizes the need for effective communication and consultation within the parents/whanau and the wider community as it is central to the development of effective relationships and partnerships within the PCP and wider environment.

- PCP Board and staff acknowledge and respect all parties' values, needs and aspirations.
- The Preschool uses a range of informal spontaneous discussion to plan processes of consultation.

The PCP will seek information and guidance from specialist services where appropriate, to enable them to work effectively with children and their parents/guardians and whanau. (All attempts will be made to ensure that the process is culturally appropriate).

- Specialist support may be needed at times such as:
  - assistance to benefit all children, such as sight and hearing checks or nutritional advice;
  - An individual: experiences separation from a friend or parent; is in transition from another setting; has special needs or abilities; has a chronic illness, such as asthma.
  - professional development for management and educators;

- assistance to improve communication with a particular group or culture.
- maintain an up-to-date register of appropriate services and contacts;
- establish and maintain working relationships with relevant services.

The PCP aims to provide opportunities for parents/guardians and whanau to feel welcome to spend time, discuss concerns, their child's progress, interests, abilities and areas for development and participate in decision-making concerning their child by:

- recognizing the rights of all parents/whanau and their aspirations for their children
- Ensuring staffing levels at the beginning and end of the session or day offer opportunities for face to face communication with parents/caregivers/whanau.
- Providing a private space for discussions if required and making time for an appointment if necessary for parents/guardians who may not be able to meet during the Preschool hours.
- Ensuring that information on routines, policies, procedures, and practices are clear and accessible for parents/whanau
- Making it easy for parents/whanau to express concerns, either formally or informally
- Ensuring that interactions with parents/whanau are culturally appropriate
- Transparency of all review processes (including policy review times)
- Discussing the services rituals, protocols and routines with parents/whanau and seeking their approval for their child to participate.
- Parents/whanau have the opportunity to see and contribute to portfolios/profile books, Educa.
- Parent help within the Preschool is appreciated, and encouraged. Parents are able to engage with their children within the Preschool environment and gain a greater understanding of how their child's experiences are helping them to develop and grow as an individual
- ERO reports will be available for parents/whanau to view and discuss with staff/Board.

Other means of communication that the Preschool may use to keep parents/whanau informed and up to date with what is happening and what their children have been doing and gain feedback from them may be:

- Via the monthly newsletter
- Email
- Notice boards
- Suggestion boxes
- Parents feedback/survey form.

### **Licensing Criteria**

- 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 (C12).
- Information and guidance is sought when necessary from agencies/services to enable adults providing (C13).
- 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.(GMA3).

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