**PROVISION OF INFORMATION FOR PARENTS POLICY**

**Licensing Criteria C11, C12, GMA1, GMA2, GMA3, GMA4.**

**Rationale:** To ensure that the Home-based Network Service effectively communicates and consults with parents and whānau acknowledging and respecting their values, needs and aspirations.

**Purpose:** To ensure parents and whānau are encouraged to participate in decision making regarding their child.

**PROCEDURES**

* An Enrolment Pack will be provided for each child as they begin at the Homebased service. This will include a Parent Information Booklet outlining key procedures and practices.
* The Information Booklet will outline how parents can be involved in the Service.
* The Fees schedule will be displayed in the parent information pack and in each educator’s operations manual.
* Details of the amount of funding the Home-based service receives from the Ministry of Education and how this is spent will be displayed in each educator’s operations manuals.
* Regular monthly newsletters will be written by the coordinator to keep parents informed of the programme.
* Each child will be provided with a Profile Book that documents the educators’ assessments of the child’s progress in the learning setting. These books will be stored in an accessible place to families in the educator’s home. Parents will be informed of the location of the books by each individual educator during induction.
* All policies will be reviewed on a three year cycle. When a policy is due for review it will be provided to all educators and coordinators for comment. A copy will be emailed to parents to view and comment on. The head coordinator will review all comments and make any relevant changes to policies.
* Children's individual records will be deemed to belong to the parent/guardian and will be available to them at all times.
* Educators will be available to informally meet parents on a daily basis to exchange information.
* Educators and coordinators will be available at mutually suitable times to formally discuss with parents their child’s ongoing learning and development.
* At enrolment, parents will be invited to become involved with the Homebased setting, in recognition of the key role of forming strong partnerships with parents including:
* Contributing to policy and philosophy review.
* Contributing to the self-review process – especially topics of high relevance to parents (e.g. assessment procedures, routines, communication etc).
* Consultation on aspects of the service which concerns their child, e.g. opening hours, fees charged, etc.
* Consultation for policy review will include:
  + Emailing a copy of the existing policy.
  + Making suggestions for change.
  + Consulting Parents/Whanau for feedback and further suggestions.
  + Including suggested changes for final Policy ratification.