

## **FAMILY INVOLVEMENT AND COMMUNICATION POLICY**

Partnerships between families and educators are the foundation of our centre practices. Communication between families and Highland Grove Preschool is imperative to our program and the running of the centre. Highland Grove educators are committed to welcoming and supporting families, creating a partnership based on awareness of individual needs, communication and collaboration.

From first contact with Highland Grove Preschool, each family's expertise, culture and priorities are valued. Our enrolment and orientation process are inclusive, supportive and respectful. Building trusting partnerships from these early beginnings is imperative.

Our methods of communication include individual Portfolios, Child Profiles, School Transition Statements, Farewell letters, Newsletters, Daily Reflective Programs (Day Sheets), Family Communication Sheet, sleep and lunch charts, Medication, Accident and Change of Clothes Forms, whiteboards, Outdoor easel, family communication pockets and a daily slide show of photos from the day. Most important are the daily discussions with families and caregivers on arrival and departure at preschool. These are an invaluable resource for providing the regular sharing of information vital for a partnership between preschool and families.

Longer interviews can easily be organised with our teachers by appointment. Our educators are available to discuss any early childhood topic, query or concern, and to communicate with families regarding their child's development and wellbeing.

An individual Portfolio is kept for each child which documents your child's learning and involvement in our program. A 'Child Profile' is provided for families twice per year, as well as being included in the Portfolio. This document reflects your child's strengths and areas of interest, with reference to the Early Years Learning Framework (EYLF) and its learning outcomes.

Special events and functions are run throughout the year to involve families in our preschool. These include Grandparent or Special Visitor Morning Teas, School Readiness Night, a "Red Nose Disco" for the whole family (to raise money for S.I.D.S), an Orientation Night, School Transition Evening annually, and may also include market evenings, parenting courses and guest speakers.

Our educators and management team are committed to building respectful, responsive partnerships with Highland Grove families to assist us in building relationships with their children. Highland Grove values the enrichment which family and community interactions and involvement provides our centre. We welcome and encourage comments, feedback and input in any area of our centre and its program.

Reviewed; 2/7/20

Sources; "From parents to Partners; Building a Family Centred Childhood Program". J.Keyser Education and Care Services National Regulations (July 2018)  
Law-Section 174  
Early Years learning Framework (EYLF)