

# The Kinder Garden



## Parent/Guardian Communication Policy

### Aim

Parent/Guardian and service communication is an important aspect of early childhood education and care, which enables educators and other staff to more closely meet the needs of children and families and provide consistency and continuity between the service and home environments. This provides the parent/guardian the opportunity to discuss their child's development and progress. At The Kinder Garden we provide a number of outlets in which this exchange of information can take place.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
NSW Department of Education

### Who is affected by this policy?

Educators  
Child  
Families  
Staff  
Management

### Implementation

The following will occur:

- Face to face verbal interactions at arrival and departure times.
- Regular newsletters via email, distributed bi-monthly.
- For infants, a message section on their child's individual day book, where brief notes can be left between educators and parents.
- A notice board where various messages and notices are displayed advertising current issues and upcoming events.
- A suggestion box is located in the foyer. Parents are able to leave written messages, for the purpose of expressing concerns, positive feedback or evaluative input that they feel they need to let staff know about. These can be anonymous if so desired.
- Occasionally educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics.
- Policies will be regularly reviewed in a variety of ways (sign in area, newsletters, emails to enable parent comment in service practices).

**N.B The Service has access to support and translating services for non-English speaking families. If required, information will be made available in home languages.**

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2018

**Date for next review:** February 2019