

# Yarram Early Learning Communication with Family Policy

## **Rationale:**

- To develop a positive open relationship between parents, educators and staff.
- To support the parents in caring for their children.
- To support the staff in caring for the children.
- To encourage parents to help educators/staff increase their understanding of the children and support educator/staff in caring for the children through open channels of communication
- To support parents in their role as the child's first and most influential educator and encourage their involvement in our centre and their input into the development of our programs and philosophy. Children thrive when we work together to build a trusting partnership.

## **Policy:**

Educators and staff do their best to respect each family's child rearing practices, and cultural values.

Opportunities are provided for staff and parents to have a co-operative approach to solving problems and planning for the developmental progress of individual children. Our approach is one of "*shared responsibility*" between educators/staff and parents for the care and education of children.

## **Strategies and practices:**

- Staff will strive to communicate with parents on a daily basis in person about the kind of day their child has had on pickup.
- The child's learning journey and documentation is available for families to view on the XPLOR app and website
- Meals, toileting, sunscreen and sleep are communicated to the parents via the XPLOR app
- Information on the Centres philosophy, policies and procedures are available to parents on our website. [www.yarramelc.com.au](http://www.yarramelc.com.au)
- Pre-enrolment, orientation and visits are encouraged to adequately acquaint prospective families with the staff, ideas and programs of the centre
- Parents may request meetings with educators to discuss child related issues, giving one week's notice to allow staff time to prepare.
- Educators may request meetings with parents to discuss their child, giving one week's notice, allowing parents time to prepare.
- Verbal and written forms of communication will be used to allow parents alternative ways to communicate with staff
- Admin can send messages to families via the XPLOR app, families can use the same platform to comment back.
- Parents are able to communicate by an email checked on a daily basis by Admin [admin@yarramelc.com.au](mailto:admin@yarramelc.com.au) and passed onto educators/staff from their child's room

- Daily focus posts are sent **every day** to families of children attending in each room, this will include photos of activity set ups, group activities or individual children.
- **Everyday** a child is in attendance it is expected that the family receive 1 individual or group communication post about their child.
- Newsletters are sent via Facebook **each month** and includes a page from each room and general centre news.
- Parents are encouraged and reminded to inform staff of any sickness, medications, immunisations, or contagious illnesses that the child has had in the past 24 hours as this may affect the child's temperament at the Centre, and the staff's interactions with the child
- Ensure that parents are notified of any incident, injury, trauma, or illness that occurs for their child while at the centre
- Ensure that families have access to documents regarding the assessment of the child's developmental needs, interests, experiences and participation in the educational program and assessments of the child's progress against the outcomes of the educational program.
- Educator/parents meeting for all children are held **once a year** or when requested.
- Ensure that parents are notified of changes to policies or fees and given adequate notice as per the *Education and Care Services National Regulations*. All policies are available to view on the website and families can make comments online to be taken to committee meeting when the policies are discussed.
- Room leaders will discuss with families if they have any concerns regarding a child development against the developmental milestones set out by the *Early Years Learning Framework Practice Based Resources - Developmental Milestones*. Parents will be encouraged to make an appointment with their local family health nurse who will carry out a full developmental check.
- If the room leader thinks appropriate a meeting will be made to discuss with parents any concerns and a referral can be made for Speech, OT or ChildFirst through YDHS Yarram & District Health Service.
- If a referral has been made by YELC for outside agencies, parents will be asked to give permission for staff to discuss their child with that agency. YELC can then work alongside those professionals to best support the child/family.
- The child's room leader will contact the family and/or any relevant support agencies that have been engaged **each month** to get an update on progress and additional ways that YELC can support the child/family.