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**Parents access to Information GMA2, GM3**

This policy is to ensure that parents are provided with quality information about:

* how they can be involved in the Centre
* Information concerning their child
* Any fees charged by Akoteu Falemaama Preschool
* The service's operational documents (such as its philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted)
* The amount and details of the expenditure of the Ministry of Education funding received.
* Any planned reviews and consultations
* The most recent Education Review Office report regarding the service

**Rationale:**

We believe that a level of collaboration between parents and Akoteu Falemaama Preschool will result in positive outcomes for children. We will ensure that parents are well informed about the service’s operation and their child’s education and are made aware of the input they are able to have.

The following are prominently displayed at the service for parents:

* the Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Early Childhood Education and Care Centres 2008;
* the most recent Education Review Office Report
* the full names and qualifications of each person counting towards regulated qualification requirements;
* the service’s current licence certificate;
* procedure people should follow if they wish to complain about non-compliance of the Regulations or criteria or with any staff member.
* Information Booklets
* The amount and details of the expenditure of the Ministry of Education funding received;
* The annual budget
* Child Protection Policy

Parents are also informed through newsletters and PTA meetings.

Parents can access information about their child by making a request initially to the Centre Manager or Supervisor.

Parents may access the service’s operation documents (such as its philosophy, policies, and procedures and any other documents that set out how day to day operations will be conducted by making a request to the Centre Manager.

The most recent Education Review Office report can be found on the ERO) website ([www.ero.govt.nz](http://www.ero.govt.nz)), or can be accessed at the Centre’s administration office (Administrator or Centre manager).

A Parent’s Information booklet is provided to parents upon enrolment. This booklet contains important information about the Centre (Philosophy Statement, Fees and some other policies).

The Centre’s Annual Audited Financial Report is displayed at the Centre which outlines the amount and details of the expenditure of any Ministry of Education funding received by the service.

Parents are informed of any planned reviews and consultations through display at the Centre and the regular newsletter, also at PTA meetings.

Required documentation will be made available as appropriate to parents and Government officials having right of entry to the service under Section 319B of the Education Act 1989.

Last Review Date: July 2021

Review Date: 1 September 2023

Next Review Date: September 2025