**INVOLVEMENT OF PARENTS IN CENTRE GMA4**

**POLICY STATEMENT**

To ensure that parents/guardians are informed about the opportunities available to them to communicate with centre staff regarding the education and care of their child, to be involved in the service, to have access to information relating to fees, Ministry of Education funding and the Strategic and Annual Plan for Akoteu Falemaama Preschool

Regulations 2008 Regulation 47 Governance, management, and administration standard: general *(1)(b)(i),(d)).*

**General**

Akoteu Falemaama Preschool will provide a supportive induction process for new parents *(refer Criteria GMA2, GMA3, GMA4).*

1. The centre will provide a warm, welcoming environment where parents and families/whānau are encouraged to discuss their child/children’s day to day happenings *.*
2. Parents and families/whānau are welcome to write, phone, email and talk to us. Sometimes it may be necessary to arrange a time to talk – please do not hesitate to do this*.*
3. Parents are welcome to approach teachers on an individual basis if they would like to attend a formal meeting to discuss their child's profile, progress, interest’s and abilities*.*
4. Children will have access to their own profiles at any time. Children's profiles are available to be sighted and take home in the end of the year. We welcome parent and family input to their children’s learning on parents voices and aspiration forms. We also value stories and photographs of events that occur outside the centre*.*
5. Parents will be kept up to date with centre happenings, meetings, events etc. through newsletters and the parent’s notice board.
6. Newsletters, notices to parents, and community notices will be placed in children’s pockets on the wall in the foyer by the front entranceway and on the notice board by the front entrance.
7. Copies of the Centre Licence, Fees Schedule, Audited Accounts, Strategic and Annual Plan, Centre Policies, current Education Review Office Report and Charitable Trust Deed will be displayed for parents information at all times. A copy of the Centre Fees Schedule is included in the new parent enrolment pack*.*
8. The centre reviews its policies and procedures on a two-yearly cycle. Parents are invited to participate in the review process through the centre's newsletter, notice board and PTA meetings. The Governance Board and Management leaders will also identify areas of practice or management for review in the centre annual plan. Parents will be invited to participate in these review processes*).*
9. Parents are encouraged to have input into the centre through PTA representative in the Governance Board, Reviewing of Policies and Procedures, Working Bees, Family Teas, staff/parent meetings, the Annual General Meeting and annual Christmas function*.*

Reviewed: 1 September 2023

 Next Review date: September 2025

 Designated Officer: