

## **Family Induction Procedure**

### RATIONALE

To provide collaboration between parents and the centre staff providing education and care. This will result in the learning and development of children being optimally supported through a holistic and collaborative approach. We believe in the importance of maintaining reciprocal, respectful partnerships with our children and whanau. We feel sharing knowledge is the key to providing the best possible learning outcomes for the child. We invite parents/whanau to come and spend time with their children.

### GUIDELINES

- Parent's, children and their whanau will be offered a tour of the centre when they enquire with us. This will outline our opening hours, fees, menu, and introduce the staff and our centre. Parents will also be given a written information brochure about our centre during this visit.
- On enrolment with our Centre parents and whanau will be given an induction booklet, a letter or email confirming their enrolment, and enrolment forms. Parents are asked to pay the registration fee and a week's fees in advance. This will confirm their booking with us. Two 1 hour transitional visits will also be arranged with the parents for the week prior to their child starting. These visits will be at no cost to the families.
- During transitional visits staff will find out as much information as possible about the child – allergies, routines, fears, favourite foods, and favourite toys. This information will support the staff during the settling process
- All children and their whanau will be greeted on arrival and farewelled at the end of the day. Staff will learn and use the children's and parents names.
- Parents will be encouraged to phone the centre at any time convenient to them to check on their children.
- Staff will encourage parents not to sneak off when leaving their child. This will cause mistrust between the child and the parent and will make the second farewell harder. Staff will ensure that they are available to settle the child when the parent says goodbye.

## **Parent Input**

GMA3, C11, C12

### RATIONALE

We value the importance of families and whanau. We encourage all parents and whanau to share in their child's day and talk openly with our teachers. We urge parents to share their thoughts, concerns and feedback with the staff. We ensure that communication and consultation with parents and whanau acknowledges and respects all parties' values, needs and aspirations.

### GUIDELINES

- Parents will be welcomed appropriately and will be encouraged to be an integral part of the centre.
- Some of the ways parents will be kept informed is through newsletters, phone calls, information on the notice boards, personal contact and parent evenings, Storypark, emails, policy reviews, surveys etc
- Children's individual records will be deemed to belong to the parent or guardian, and will be available to

them at all times. However all records will remain within the centre until the child leaves unless other arrangements have been made with Centre Management.

- Teachers will encourage parents and whanau to make written comments in their child's portfolio. If parents are hesitant to do this, staff are able to write in a record of conversation with the parents on their behalf.
- Our centre has an open door policy whereby parents and whanau are welcome at all times. However, a phone call prior to visiting is appreciated.
- Educators will informally meet with parents on a daily basis to exchange information.
- Staff (including management) will be available at mutually suitable times to discuss with parents any issues or areas of concern.
- Parents are encouraged to participate in decision making and are welcome to put their ideas forward to staff and management.
- A full set of policies are available in the office at any time should a parent or staff member wish to view them. Parents and staff are asked to read through and make suggestions on a range of policies in order to help review our policies on an annual basis. Some of these policies include (but are not limited to), nappy change, nutrition, active movement, sun sense and immunisation policies. A range of policies are available on our website also, and the community are entitled to review these and offer suggestions either in person, or via email or website.
- Parents will have the opportunity to discuss their concerns with staff and management, and will be listened to.

## **Right Of Entry For Parent/Guardians**

PART 2 REG 57 1(A) (B), 2 (A) (B) ECE REGS 2008

**RATIONALE / INTENT:** To ensure that the safety and protection of the child is maintained.  
To protect the child, in relation to a non-custodial, intoxicated or a disruptive parent

### **GUIDELINES:**

- We are committed to the prevention of child abuse / injury and to the protection of children. This means that the interests and welfare of the child are the prime considerations when any decision is made about right of entry.
- Our Centres rights and responsibilities regarding parents right of entry, as per Part 2 Reg 57 1(a) (b), 2 (a) (b) ECE Regs 2008  
The parent or guardian has a right of entry to the centre whenever the child is there except where a parent or guardian of a child attending a licensed centre—
  - (a) is forbidden by law to have [contact with, or access to,] the child; or
  - (b) is, by law, entitled to have contact with, or access to, the child subject to conditions that forbid contact with, or access to, the child while the child attends the centre; or
  - (c) is suffering from a contagious or infectious disease likely to have a detrimental effect on the children if passed on to them; or
  - (d) in the opinion of a person responsible, is under the influence of alcohol or any other substance that has a detrimental effect on the functioning or behaviour of the person; or
  - (e) is, in the opinion of a person responsible, exhibiting behaviour that is or is likely to be disruptive to the effective operation of the centre.
- Where one parent or guardian has advised the centre that the other parent or guardian may not have contact with the child, the centre must have a copy of the actual court order and if possible a photo of the person attached.
- Any other form of notification, such as a letter from the parent or the parent's lawyer is NOT sufficient. If you do not have a copy of the court order you are not legally entitled to block right of entry to a parent or guardian, except in the circumstances listed above.
- If any of the above is suspected, staff should speak directly to Centre Management and Primary Caregiver should be contacted immediately for confirmation or consideration.