

Open Door Policy

All aspects of our Centre show families that they are valued as partners in the care of their child. We believe in offering an open door policy in which families are welcome to visit the Centre when it is convenient for them.

We operate as an open door policy, where families are welcome to visit our Centre during operating hours. We believe families are children's first teachers and therefore embrace family involvement and participation within our curriculum. We consider family participation to send a strong, positive message to children of collaboration and harmony.

Management and Educators will ensure:

Ensure the best care for children and families, we believe it is important to provide them with the opportunity to visit our facilities at a time that is appropriate for them.

- Families are always welcome to spend time in the centre and share special moments with their children
- Families are conscious of our open door policy and are welcome to join in learning activities, celebrate events and special days held at the Centre.

Families can:

- Visit the Centre at all times. This may include visiting their *already enrolled* child or as an enquiry prior to enrolment.
- Participate in our program by sharing their skills with the children. This may include playing an instrument, telling a story, sharing cultural traditions, cooking experiences, workshops etc.
- Make an appointment with management to discuss their child. This may include the child's progress, concerns, setting goals, etc.
- Donate reachable material which can be used within our early childhood program
- Discuss any changes that have occurred in the child's life, such as changes in family circumstances, moving to a new house, death of a family or friend etc.
- Attend any Centre events and celebrations that are organised throughout the year
- Share ideas and thoughts about the Centre
- Remain informed about what is happening within the Centre through discussions, newsletters, social media etc.

Source: Australian Children's Education & Care Quality Authority. (2014), Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics, Guide to the National Quality Standard.

Date Implemented: 16/04/2012

Review Completed: 16/01/2017

Schedule for Review: 16/01/2018

National Quality Standard – NQS

Quality Area 6: Partnership with families and community

6.1.1	There is an effective enrolment and orientation process for families.
6.1.2	Families have opportunities to be involved in the service and contribute to service decisions
6.1.3	Current information about the service is available to families.
6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing
6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing
6.3.1	Links with relevant community and support agencies are established and maintained.
6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.



6.3.3	Access to inclusion and support assistance is facilitated
6.3.4	The service builds relationships and engages with their local community.

