

Communication with Parents/Educators Statement (C11, C12, GMA 1, 2, 3)

Informal

- Educators/Nannies are available to talk with parents/whānau informally about their child's day at both drop off and pick up times. Information is regularly shared regarding the child's learning.
- Visiting Teachers can be contacted by parents/whānau and educators/nannies at any time to discuss the child's education and care needs, or any concerns. A meeting can be arranged if required with the Visiting Teachers, Educator/Nanny and Parents/whānau, or between the Visiting Teachers and parents/whānau.

Formal

- Information is recorded on the daily record form by each educator/nanny and is available to parents/whānau. This includes information related to sleeps, nappy changes, food, medication (as required) and a brief summary of the child's day. (See appendix). Educators/Nannies may choose to set up a closed Facebook group to share this information with the child's whānau.
- Parents/whānau aspirations for their children are initially recorded on the enrolment form and added to the child's learning plan. This is to enable the Visiting Teachers to become familiar with the aspirations for each child. These are regularly updated by the Educator/Nanny and/or Visiting Teachers as required for each child, on their plan. Parents/whānau aspirations for their children help to inform the child's learning journey.
- The child's Learning Journey is available for parents/whānau to contribute to and peruse regularly. Unless otherwise stated by parents, the child's learning is recorded on EDUCA, a secure on-line portfolio, or in a closed Facebook/Wechat Whānau Group. The child's Learning Journey is recorded in partnership with parents/whānau. Parents are encouraged to contribute to their child's learning journey. They can do this through commenting on their children's learning stories and sharing information in relation to the story. This adds depth and meaning to the story. Parents/whānau are welcome to write their own learning stories or share stories/photos of their children at weekend's etc. The closed

Facebook/WeChat groups provide an opportunity for parents and whānau to see the children's learning as it unfolds and is a platform in which they can engage and contribute to, at any time of the day.

- If a parent chooses not to use EDUCA or Facebook to record the child's learning journey, then the Educator/Visiting Teachers keep a paper portfolio for the child and family.
- We use Facebook, WeChat and/or the EDUCA Dashboard to ensure parents/whānau are kept up to date with happenings in the service.
- We use WeChat and Facebook Whānau Groups to communicate, share information and support the children's learning. These groups consist of the educator, child/children. Parents and Visiting Teachers.
- Parents and whānau have opportunities to contribute to the development and review of the service's operational documents (such as philosophy, policies, and procedures). Documentation being reviewed is regularly posted on EDUCA for parent/whānau to contribute their ideas and feedback. If a family is not connected to EDUCA then we will give the appropriate document to the educator to pass on to the parent for feedback.

Date Reviewed: March 2023

NELPS objectives 1-3, priorities 1-6