

## Partnerships with Families and Communities Policy

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### NQS

QA6	6.1.1	Engagement with the service – Families are supported from enrolment to be involved in the service and contribute to service decisions.
	6.1.2	Parents views are respected – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
	6.2.1	Transitions – Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
	6.2.2	Access and participation – Effective partnerships support children’s access, inclusion and participation in the program.
	6.2.3	Community engagement – The service builds relationships and engages with its community.

QA7	7.1.2	Management systems – Systems are in place to manage risks and enable the effective management and operation of a quality service.
	7.2.1	Continuous improvement – There is an effective self-assessment and quality improvement process in place.
	7.2.3	Development of professionals – Educators, co-ordinators and staff members’ performance is regularly evaluated and individual plans are in place to support learning and development.

### National Regulations

Regs	157	Access for parents
	173	Prescribed information to be displayed
	177	Prescribed enrolment and other documents to be kept by approved provider

### EYLF

LO1	Children feel safe, secure and supported
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### Aim

The aim is to make sure that all families are welcomed and supported at the Montessori Journey. Their culture and values are respected by all the staff and will be involved in decision-making as well as the educational program. All the families are free to share their suggestions, advice and concerns.

### Related Documents

**Welcome to the Montessori Journey**

**Centre Practice Procedure**

**Parent Participation/Involvement and Feedback Policy**

**Environmental Sustainability Policy (Our Sustainable Community)**

### Implementation

Once your child has settled family or extended family members are welcome to stay and watch their child at work, we do have a parent roster on the wall in your child’s room and ask that there be no more than one parent or extended family member observing their child in a room. Please do not attempt to teach your child

any of the Montessori materials whilst at our centre as you may hinder the next stage of their learning process. We have lots of jobs that you may help us with while still observing your child.

### **Parent committee**

We have a parent committee within the centre. Parents are involved with the reviewing of our policies and statement of principles, assisting us with our service improvement plan, organising our parent gathering, fundraising, addressing health and safety issues or any other concerns, advising/consulting, or assisting us with decisions that need to be made. If you would like to be on the committee or if you would just like to be part of updating our systems, please see the office.

### **Centre decisions/Suggestions**

Most decisions concerning the centre are based on the management, early childhood educators, parents, extended family members and children's input. If you have any ideas, concerns, suggestions, or comments, please feel free to bring them to the director/nominated supervisor's attention or put your suggestions/comments in the fee's slot through the reception desk or your child's room suggestion box and we will try and work together. Families, please know you have opportunities to contribute to the development and review process of the statement of philosophy, policies, and quality insurance plan. All these things are on the sign-in tablet and are available via email or paper copy.

### **Parent/Teacher/Management communication plan**

- There are opportunities for confidential discussions between educators/management and families. Please feel free to ask and a mutually suitable time will always be arranged.
- Parent/teacher interviews will be held on request either by the child's family or the teacher to discuss your child's development and progress.
- A suggestion/comments slot is available through the reception desk.
- Emails, phone calls can be arranged with your teacher if you cannot make it into the centre. Please let us know if our communication methods are not reaching you and what would your preference be.
- Our annual Christmas functions.
- Please take the time to read any notices on our notice board.
- We encourage all parents with any concerns or suggestions to express them (no matter how small). We are all working together in the best interest of your child.
- We have publications and pamphlets relating to childcare, safety, behaviour, or nutrition.
- There is always a staff member available if you need to talk, or we can source suitable support groups for your needs.
- Families, please tell us how best you would like to receive information on your child's progress and children's participation, learning and development is accessible and understandable. Your input into your child's learning and documentation is always appreciated.
- Staff rosters change weekly so that all early childhood educators have regular opportunities to share information with families about the child's progress/interest, experiences and significant events during drop-off and pick-up times.
- Newsletter.

### **The centre's policies and procedures**

All policies have been compiled using information sourced from experts and relevant Government authorities. We have included input from parents, children, and educators. All policies are subject to an annual review or sooner if needed. We recommend parents and guardians to familiarise themselves with

these important documents. All policies and procedures are available through the parent library, or we can email them to you.

### **Recommended reading for parents/guardians**

#### *Parent library*

We have a parent library in the staff room that carries valuable reading and viewing material as well as copies of all our policies and procedures.

#### *Other useful resources*

These are not available through the parent library but please ask and I can direct you to where you can get them.

- *The Secret of Childhood* by Maria Montessori
- *The Absorbent Mind* by Maria Montessori
- *The Discovery of the Child* by Maria Montessori
- *The Montessori Method* by Maria Montessori
- *Montessori Play and Learn* by Lesley Britton
- *Teaching Montessori in the Home* by E.Hainstock
- *Nurturing the Spirit* by Aline D.Wolf

### **If you require a translator**

The centre uses Lifeline Community Care Queensland for any inclusion of different cultures for parents and children. Phone 13 11 14 if you need any help. We also use Multicultural Development Association (MDA), who provides a free service to assist us with the inclusion of children from culturally and linguistically diverse backgrounds.

### **Networking**

The centre networks with Queensland Health for promoting health in early childhood environments, Happy Teeth for dental issues, inclusion support for children with impairments and cultural issues. We also network with other Montessori schools and centres.

### **Partnerships with communities**

As a community, we can create, encourage, and increase awareness of environmental responsibility and guide centre practices with families, staff, and the children. The centre tries to purchase as little plastic and tries to only use things that can be recycled in time to come. Our resources outside are all natural, e.g., Logs, rocks, bark, natural trees for shade, timber cubby houses one that was being dumped and boat, real old clothes for dress ups. Disposed of keyboards and old phones for office play. Family unwanted cooking pots, pans and kettles used in the sandpit. A donation of a large tyre from a farm which is thoroughly enjoyed by the children. A rainwater tank.

## **Sources**

**National Quality Standard**

**Education and Care Services National Regulations (Queensland)**

**Early Years Learning Framework**

**Early Childhood Australia**

**ACECQA**

## **Review**

This policy will be reviewed annually by:

- Director
- Employees
- Families
- Interested Parties

**Last reviewed: October 2023**

**Date for next review: November 2024**