

## Keeping Parents Informed – Procedure PO182-1

### INFORMATION

The Manager, administrator and teachers make themselves available to talk with Parents/Whānau informally about their child and their child's day if at all possible.

If the person a whānau member wishes to speak with is unavailable or unable to engage in prolonged discussion, they will make a time to meet which suits both parties.

Information about the child's development and the Centre programme is discussed during informal and formal discussions.

All relevant charts and records are available to parents;

- Sleep Chart
- Nappy Chart
- Accident form
- Medicine Chart
- Illness Register
- Morning and Afternoon tea 'food lists'
- Feeding Charts
- Information about children's participation in the curriculum, learning and development.

All charts and records state the name of the teachers who were in attendance for any further information requested.

Forms of Parent/Whānau consultation utilised:

Informal and formal discussions, notice boards, white board, children's profiles, Storypark announcements and conversations, e-mail, texts, notices, parent/teacher interviews, annual parent surveys.

Information about children that is shared with the Parent/Whānau will usually focus on positive aspects of the child's development and interactions. Should a concern regarding the child arise, the information shared with the Parent/Caregiver will be discussed in a non-judgmental and collaborative manner.

When teacher's have a concern about a child's development, in any area they will inform the Manager and collaboratively develop an Individual Plan for the child.

The Manager will discuss the concern with the child's parents/caregivers. The Manager will discuss strategies used in the Centre and ask about those used at home.

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

If the parents and the Manager agree that further help is desirable the Manager will offer to make a referral to an appropriate service. Before any referral documentation is sent the Manager will meet with the child's whānau to discuss the content. The whānau will be given an opportunity to change or add to the referral.

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