

## Open Door – Policy QO182

### AIM

Children and their Families feel a sense of belonging and know they have a place at Ōtātara. The families of all children should feel that they belong and are able to participate in the Centre (Te Whāriki).

### STATEMENT

Ōtātara Children's Centre, EIT, is committed to embracing the families/ whānau and the general community within the Centre.

### INVOLVEMENT WITH THE CENTRE

- Whānau and other community guests are welcome to visit children at the Centre.
- Parents/Caregivers/Whānau are encouraged to spend time in the Centre with their child/ren. This is especially important during the child's transition into the centre. This will help to settle the child/ren into the Centre environment and routine and to become familiar with the people here. We hope that whānau members will develop a sense of belonging at Ōtātara and a trust in us to provide quality care and education for their tamariki.
- We welcome any whānau contribution of time, expertise or skills and enjoy opportunities to learn more about individual family values and traditions.
- Parents/Caregivers/Whānau are invited to join us at the centre and to express their views, ideas, concerns, feedback etc. in a variety of ways, including but not limited to:
  - Informal or formal communication with staff/management
  - Via the complaints procedure/policy
  - Reading and contributing to children's profiles
  - Parent/teacher interviews
  - Annual parent survey
  - Open days
  - Whānau evenings
  - E-mail
  - Text
- Breast-feeding mothers are encouraged and supported to feed their children at the centre.

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