

## General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## Partnership

### 4.9 Open Door Policy

#### Policy Statement for St Joseph's Pre-school

We will endeavour to adopt an 'Open door policy' to ensure staff, pupils and parents feel St Joseph's pre-school is welcoming of communication and discussion and our services and information are fully accessible.

Families are welcome to visit the Pre-school and are encouraged to make suggestions on our service programs, philosophy, policies, procedures, practices and management.

We recognise that families are key contributors to a child's development. Family involvement in the early childhood environment sends a strong positive message to children that they are fully supported which in turn leads to greater outcomes for children. Family involvement in the Pre-school may include:

- Participation in excursions.
- Attendance at special events on the Pre-school calendar.
- Sharing aspects of family culture with educators and children as well as providing appropriate experiences.
- Attendance at organised committee meetings.
- Reviewing and providing input into service policies and procedures.
- Feedback of the service
- Taking on voluntary committee roles which ensure the continued running of the Pre-school

St Joseph's Pre-school is aware that as parents/carers with young children life is pretty full on, and Pre-school allows time away from the child/children to get on with other things, whether it be working or doing the weekly shop. That is why we have planned events throughout the year with parents/carers. For example, parents' meetings take place twice a year to review your child's/children's progress and development in line with the Early Years Foundation Stage (2017).

Siblings are always welcome at St Joseph's Pre-school when children are being dropped off or picked up. However, our educators cannot assume responsibility for them.

Families will be kept informed of happenings within the Pre-school through discussions with staff, messages on noticeboards, emails and letters in their child's drawers

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	K Coupe	Reviewed, updated and version controlled	01/05/2019 Cttee Mtg