

## Administration

### 4.6 Open Door Policy

#### Policy Statement for St Joseph's Out of School Club

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

Families are welcome to visit the Out of School Club 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 Out of School Club may include:

- Participation in excursions.
- Attendance at special events on the Out of School Club 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 Out of School Club

St Joseph's Out of School Club is aware that as parents/carers with young children life is pretty full on, and Out of School Club 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.

Siblings are always welcome at St Joseph's Out of School Club 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 Out of School Club through discussions with staff, messages on noticeboards and emails.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023