

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 |