



Policy Preamble

2013

Family and Community Involvement

Ardtornish Children's Centre has a vibrant and dynamic place in our community. We are dedicated to community engagement through our work with families and children. We invite carers, dads and mums, relatives and community members to participate in the running of the Kindergarten and to meet and work with members of our community. Below are some of the opportunities that we offer to those who share our goals:

Volunteering

Volunteers can support the kindergarten in many ways, including:

- Joining the Governing Council
- Fundraising
- Preparing or providing resources
- Reading to children, sharing cultural activities or specialist expertise, initiating or joining a program such as science, cooking or gardening
- Playing
- Joining working bees
- Picking up or moving bulky resources such as soil or sand
- Dropping in for a visit or during special occasions such as the end of year celebration, your child's graduation, performances or special guest visits, excursions, open days or special weeks such as for grandparents or pets.

Community Feedback

Our commitment to ongoing learning and reflecting on our practices is improved by the responses of others. We invite and encourage families and individuals engaged with our program, to share their thoughts about their child's and their own experiences.

Policy Development and Review

Policies of the Kindergarten have been developed by the Governing Council with input from families and staff. These are accessible in our Policy and Guidelines folder, and online at the Department for Education and Child Development at:

<http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/PoliciesandProcedures/>¹.

¹ Policies and procedures are accessible to staff members and volunteers for inspection. Relevant DECD policies are listed on the National Quality Standards (NQS) policy pages at <http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/PoliciesandProcedures/>. Site specific policies are available on the sites web page and in hard copy.

Policies are reviewed regularly and within a two-year cycle, and updated if necessary. Families, staff and key community members join this process to share understanding and the development of our practices.² Parents will be given at least 14 days notice of any changes to policies.³

We welcome dads and mums, families and carers to meet with staff at mornings drop-off or afternoon pick-up times during term. Speak to a staff member if you would like additional time. To discuss these policies or any other issues speak to the staff or a member of the Governing Council.

References

Australian Children's Education and Care Quality Authority (2011), 3 Guide to the National Quality Standard. Accessed 20 August 2012 <http://acecqa.gov.au/resources-and-templates/>

Department of Education, Employment and Workplace Relations (2010), *Early Years Learning Framework*. Accessed 22 August 2012 http://www.deewr.gov.au/EarlyChildhood/Policy_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx

The Ministerial Council for Education, Early Childhood Development and Youth Affairs (2011), *Education and Care Services National Regulations*, under the Education and Care Services National Law. Accessed 27 August 2012 <http://acecqa.gov.au/national-quality-framework/national-regulations/>

² (NB NQS 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly).

³ **Regulation 172 Notification of change to policies or procedures** (continued on next page)

(1) Subject to subregulation (3), the approved provider of an education and care service must ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure referred to in regulation 168 or 169 that may have a significant impact on—

- (a) the service's provision of education and care to any child enrolled at the service; or
- (b) the family's ability to utilise the service.

(2) The approved provider of an education and care service must ensure that parents of children enrolled at the service are notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.

(3) If the approved provider considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service, the approved provider must ensure that parents of children enrolled at the service are notified as soon as practicable after making a change referred to in subregulation (1).