

1. POLICY CERTIFICATION

Policy title:	Crèche – Parent and Childcare Educator Communication Policy
Policy number:	FACS015
Category:	Policy
Classification:	FACS
Status:	Approved (26/06/2013 OCM)

2. POLICY PURPOSE

This policy has been developed to ensure that parents are well informed of their child/s progression during their education at a Roper Gulf Regional Council operated crèche. This policy outlines the different methods in which this communication can take place.

3. POLICY STATEMENT

Roper Gulf Regional Council recognises that open communication is essential for parent participation at the Crèche, to be able to meet children’s needs and to provide them with high quality care.

4. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

5. DEFINITIONS

Crèche	is a day care centre where child care educator will take care of children in place of their parents
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

Verbal Communication

- On arrival Childcare Educators greet the children and their parents/ guardian and they listen to any information provided by the parents /guardians. Childcare Educators also prompt/ question parents about the child’s wellbeing which will enhance the quality of care they can provide to the child.
- On departure the Childcare Educators share with the parents /guardians all information regarding the Childs daily activities including their food and liquid intake.
- Encourage children to tell their parents about their day
- Social functions

Written Communication and Photos

- Written communication for parents/guardians will be displayed on the notice boards
- Welcoming sign in Kriol and English will be displayed as will weekly activity schedules

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	
Related Publications	

8. DOCUMENT CONTROL

Policy number	FACS015
Policy Owner	Family and Community Services
Endorsed by	OCM
Date approved	26/06/2013
Revisions	
Amendments	
Next revision due	October 2015

9. CONTACT PERSON

Contact person **Manager Governance, Corporate Planning & Compliance**

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