'Open Door Policy'

* National Quality Standard – Specific Reference to:

**Quality Area 6: Collaborative partnerships with families and communities**

**Standard: 6.1.2:** Families have opportunities to be involved in the service and contribute to the service decisions.

Ensuring the best care possible includes getting to know the child and family well. It is important for this to occur so that families all feel welcome to visit and be a part of their child’s day at any time.

- Families are welcome to visit the Centre at all times. Any parent who is interested in volunteering within the Centre is to see the Director to be placed on the roster.
- Families are encouraged to share insights about their child with staff.
- Family members are encouraged to share skills and cultural experiences with the children and staff.
- Parents are encouraged to share ideas regarding the program.
- Families are to be kept informed on what is happening within the Centre through discussions with staff, monthly newsletters and the website.
- Family members are welcome to make suggestions at any time either anonymously by submitting a written suggestion into the suggestion box on the bench near sink, or by discussing the matter with a staff member who will convey the message to other relevant staff.
- Parent's point of view and ideas will be encouraged when Centre policies are being reviewed as well as regular opportunities to complete surveys relating to programming, the facility and continuous improvement.
- Families are to be kept up to date with their child's development and interests throughout their time at the Centre.

Date that the policy was last updated or revised: 21 / 1 / 2015

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Australian International Islamic College Kindy

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