



PARTICIPATION POLICY

AIM:

To encourage ongoing participation of stakeholders in the development of the service. To provide opportunities for involvement in the decision making process. To encourage the service to develop and maintain relationships within the local community.

RATIONALE:

Parents, educators, staff and committee members need to actively strive towards the on-going development of a quality family day care service. Through participation by stakeholders, a strong and experienced support base can be established. Opportunities may be given for involvement through the sponsor association, advisory sub-committees or educator forums. Constructive suggestions and discussions on the scheme's operations will enhance the development and application of policies and procedures.

The approved provider (committee) will be representative of users of the service and of the community, wherever possible. This will ensure that a diverse pool of people with expertise in service delivery will guide the scheme and its policies/practices.

Participation can take many forms and cover many areas, whether it be attending training (or providing that training), attending playsessions (or story telling at playsessions), or it may be just by attending a social function organised by the scheme. This involvement and participation significantly increases the satisfaction and confidence of the stakeholders in the scheme by enhancing understanding, trust and co-operation.

POLICY:

- Clarence Family Day Care recognises that everyone involved in the scheme is a participant and that to share and take part is fundamental in the development and application of policies and procedures, enabling participants to contribute to the goals and objectives of the scheme.
- The service and its stakeholders will collaborate with other organisations and services to enhance children's learning and well-being.
- Parents/guardians are encouraged to participate in educator programming and completion of their child's developmental records. They are also encouraged to work in partnership with educators to exchange information and share their child's interests and achievements so as to ensure the continuity of care practices and meet each child's individual needs.
- Participants in this service are encouraged, by means of appropriate democratic processes, to participate in the development of the service.

- Stakeholders with special skills, talents or knowledge are encouraged to share their talents with the other participants.
- The service conducts surveys from time to time to encourage input by parents/guardians and educators. Families are asked to complete exit surveys when their child ceases care with the service.
- Parents/guardians and educators are asked for comments/feedback via newsletters.
- Parents/guardians are encouraged to attend scheme play sessions and special event days.
- Staff/educator forums are held to encourage the exchange of ideas in regard to future planning and improvements.
- It is the service's aim to provide opportunities for stakeholders to participate in training sessions and scheme social events, whenever possible.

Relevant Legislation: *Education and Care Services National Regulation 2011;*