

## **SHARING ADDITIONAL INFORMATION**

### **RATIONALE:**

Information may be provided/exchanged at the discretion of the parent or educator, which can be very useful to aid the educator's provision of quality care. Examples include: parents' views on toileting, behaviour guidance, food, sleep, particular needs of children, or family patterns.

In addition, where a child is involved in a special therapy program or has additional needs (for example, asthma or allergies), it is important for the educator to be aware of those needs. Sometimes, with the parent's permission, direct information may be required by an educator from a specialist or therapist, or a staff member may be aware of a community agency, which could help with additional information.

### **POLICY:**

1. Educators and Clarence Family Day Care staff shall provide regular opportunities for families to give feedback about their child/ren's care arrangements.
2. Parents, educators, scheme staff and the approved provider can access written information detailing scheme policies so that the participants understand their rights and responsibilities and the rights and responsibilities of the other parties involved. Additional regulatory and work-related information, including any changes to policies, shall be provided to stakeholders whenever required.
3. Parents, staff and educators are expected to provide the scheme with relevant personal information in written form as needed for the effective operation of the scheme.
4. Parents/guardians are given a **Parent Information Booklet** at enrolment. Families are also provided with regular information about the scheme's operations and other relevant information about childcare, through regular parent newsletters from the scheme. Useful email addresses, articles from publications etc. are regularly distributed to parents in the parent newsletter. Parents can also access the Clarence Family Day Care website and Facebook page..
5. Educators are provided with information via email, newsletters the Clarence Family Day Care website and Facebook page or given resources with relevant information, contact details, web addresses etc. Distribution to educators may be via email, pigeonholes, delivery by coordinators or sometimes by post.
6. The scheme may also provide opportunities for educators and staff to be involved in an advisory, consultative and/or decision making process from time to time, eg: discussion forums, subcommittees, etc.
7. Information about Family Day Care is readily available to families.

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

**Key Resources:** *NCAC Quality Practices Guide, second edition 2004;*