Policy 3.6

**Parental and Community Involvement**

Parents are encouraged to become involved in the Two Wells Children’s Community Centre activities. Parents are welcome to stay with their children in the centre and participate in activities at any time. Staff are always happy to speak to parents about their child’s day, and also their developmental needs.

Appointments can be made with the Director, Assistant Director or the Senior Staff member looking after your child, to discuss any issues in private.

**Parents Roles and Responsibilities**

*Parents have the responsibility to:*

- collect their children on time or as arranged
- pay their fees on time
- keep staff informed of the physical and emotional well being of their child
- make booking and cancellations promptly
- update enrolment information.

*It would be appreciated, if time and resources allow to:*

- contribute ideas and resources such as craft materials etc.
- become a Governing Council member and attend meetings
- help as a volunteer or conduct a special activity

The Governing Council consists of parents such as yourself, who contribute time and enthusiasm to ensure their involvement in the future of their children. Parents may also wish to be involved in a special project, without becoming part of the Governing Council.

A monthly newsletter will keep families informed of opportunities to become involved.

Parents are always welcome to share ideas and information with staff.

**Volunteering regularly in the centre:** What you need to know;

If you have time to volunteer regularly in the centre you must have a current Criminal History Screen (police Check), and a current Child Safe Environment Training Certificate (Mandate Notification)

If you are seeking a long term placement volunteering you do need to apply to the governing council to propose a ‘statement of purpose’ and the outcomes you are seeking to achieve by volunteering.

If there is an available space in either the kindy or childcare we will then conduct a formal induction to the service, which includes a confidentiality agreement and a statutory declaration.

For Parents: Please consider the following:

While we do appreciate parents volunteering at the service, we do not encourage long term volunteering in the same room that your child attends as this can often unsettle your child’s routines and impacts on the educator’s role and relationship with your child.

We also have a number of students from Children’s Services Training organisations and high school work experience students and like to have only one student/volunteer at a time as too many different
people in the rooms can be disruptive to children. So you may need to wait until a vacancy and time becomes available.

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Two Wells Community Children’s Centre’s Common Seal

Date Reviewed: July 2013

Next Review Due: September 2015

Sources:
- Two Wells Community Children's Centre Staff
- Parents
- Governing Council