



## Mountainside Educare Partnership with Whānau and Aspirations

### Rationale:

Building strong links and partnerships between ECE, whānau, school and specialist agencies ensure we are working in partnership focusing on the best interests of the tamariki and their whānau.

### Purpose:

To ensure tamariki and whānau feel comfortable and knowledgeable about the transition from a familiar setting to an unfamiliar setting, and the support that can be provided to enhance positive learning outcomes.

### Te Whāriki:

**Mana whenua (Belonging)** Tamariki and their families experience an environment where they know they have a place.

**Mana tangata (Contribution)** Tamariki experience an environment where there are equitable opportunities for learning, irrespective of gender, ability, age, ethnicity, or background.

### Procedures:

- Kaiako use various methods to communicate with whānau daily, including texting, calling, and emailing. We record our phone calls to whānau by documenting them in our phone call registry. (Text messages and emails are stored on the phone and computer.)
- Our centre has an open-door policy, encouraging whānau to stay and/or pop into the centre any time of the day to check/visit their child.
- Decisions about tamariki learning are made in partnership with whānau both formally and informally.
- Our kaiako are available if whānau wish to discuss concerns about their child. A time will be made to meet with whānau, at a time suitable to both whānau and kaiako as necessary.
- If kaiako have a concern about a child it will be brought to the attention to the Centre Manager who will then discuss these with whānau.
- Information and guidance is sought when necessary from agencies/services to enable kaiako to work effectively with tamariki and their whānau.
- Monthly newsletters inform whānau of happenings, policy reviews and any changes happening in the centre.
- Nappy change, sleep records and toileting records are available for whānau. These are located on the wall in the nappy change room and then stored on the computer.
- Parent evenings are offered during the year.
- Electronic profiles as well as the Learning Journey Books containing narrative assessment of tamariki are always available to whānau. We strongly encourage whānau to take the

Learning Journey Books home and/or contribute their voice through conversations with kaiako or on Educa.

- We communicate informally with whānau throughout the year to hear the aspirations they have for their tamariki, and formally in February and August.
- Kaiako communicate with whānau that they have new narratives. This happens through verbal conversations and an email from Educa
- Policies are reviewed annually in consultation with whānau and these are displayed on the classroom noticeboard.
- Education Review office (ERO) reports can be found on their website, [www.ero.govt.nz](http://www.ero.govt.nz) (search Mountainside Educare).

### **Settling into Mountainside Educare**

- Whānau will be welcomed and shown around the centre by either Centre Manager, Curriculum Leader or Office Administrator and given an information pack. Whānau are familiarised with the centre policies and procedures and settle visits will be discussed.
- An enrolment form must be completed prior to the child beginning at the centre.
- Whānau are encouraged to make regular visits as often as they choose before their child starts. We require at least three visits prior to a child starting, but welcome as many as the child/whānau want.
- Each child will be assigned a key teacher and will spend time building trusting relationships with Whānau and their children during the settling process. A responsive dyadic relationship will be developed.
- We value whānau knowledge of their child and encourage them to share it with our teachers to help in the settling in and transition to process.
- We encourage Whānau to say goodbye to their child before they leave.
- Whānau are encouraged to name any items that they bring.
- Whānau should allow time for themselves and their children to settle into Mountainside Educare. Each child (and parent) settles at their own pace. Remember, to take time to build these relationships, and communicate with everyone. Whānau are encouraged to leave their child for short periods of time, as they feel comfortable.

### **Transition to School**

- Information will be available to whānau about local schools to support them in the transition process
- Kaiako will talk with tamariki about school and all that it encompasses so that it becomes a familiar and enjoyable process.
- Prior to attending school, kaiako will encourage self-help skills, and respect for self, other and environment.
- Kaiako and management will consult with whānau to ensure transition to school visits are arranged and may provide support when necessary.
- Kaiako will be available to discuss with whānau any concerns or expectations they may have regarding the transition to school process.
- The Centre will celebrate each tamaiti last day of attendance, and their documented learning journey will be given to the whānau.
- Tamariki and their whānau involved in transition to school will be encouraged to share assessment documentation with the new entrant kaiako to support the transition process.
- Opportunities are created to visit and participate in special events in local schools or community settings.

## Diverse Learning

- All tamariki, regardless of gender, ability, culture or background can be enrolled at Mountainside Educare
- Kaiako are made aware of and respect individual and cultural needs through the whānau information that is required on each child's enrolment form and throughout the child's time at Mountainside
- Concerns may be identified by a parent, a teacher or both. Whānau will be informed by the Curriculum Leader/Centre manager of any concerns noticed.
- Information and guidance is sought when necessary from agencies/services to enable kaiako to work effectively with tamariki and their whānau.
- Individual plans will be written for each child where appropriate alongside whānau and/or agencies. These will be reviewed regularly.
- Kaiako are provided with opportunities to gain knowledge and expertise regarding the diverse needs of the child and ensure that they can be supported in increasing their knowledge.
- Any records, including meetings, referrals and programmes are kept confidential and are stored in the filing cabinet in the office.
- Kaiako at Mountainside will encourage all tamariki to:
  - Develop good relationships with other people.
  - Appreciate other points of view
  - Show consideration, thoughtfulness, and care for others
  - Develop an awareness of right and wrong, fairness and justice
  - Develop a positive self-concept
  - Begin to understand the cultures and religions of other people
  - Kaiako are made aware of and respect individual and cultural needs through the whānau information that is required on each child's enrolment form and throughout the child's time at Mountainside
- Kaiako are aware of their language and behaviour when interacting with tamariki, ensuring it is non-discriminatory and positive
- If we do not have the equipment necessary to enhance a particular child's development, we will seek advice to ensure we acquire the appropriate resources
- When purchasing equipment, care is taken to ensure the diversity of people and groups in New Zealand are being portrayed in posters, puzzles, books, music etc.
- Consideration will be fostered by encouraging co-operative play. The tamariki will be helped to share and take turns in a supportive and meaningful way
- Kaiako at Mountainside support Te Tiriti o Waitangi and provide opportunities for tamariki to explore and experience Māori culture.

Links to: Licensing Criteria C3, 4, 6, 7, 11 & 13

Date reviewed: April 2022