

# Family Participation Policy

## Policy Details

Classification	Best Practice
Quality area/s	6 – Collaborative Partnerships with Families and Communities
Policy owner	President <a href="mailto:president@raleighst.org">president@raleighst.org</a>
Date of approval/most recent review	March 2023
Date of next review	March 2026



### PURPOSE

This policy provides a clear set of guidelines and procedures for:

- engagement with the family participation program at Raleigh Street Community Children's Centre



### POLICY STATEMENT

#### VALUES

Raleigh Street Community Children's Centre is committed to:

- engaging collaboratively and respectfully with parents/guardians
- being flexible and catering for unique family circumstances and needs
- being transparent in communication with families regarding the family participation program

#### SCOPE

This policy applies to the Committee of Management (CoM) (approved provider), Director (nominated supervisor), Responsible Persons (persons in day-to-day charge), early childhood teachers, educators, staff, and families at Raleigh Street Community Children's Centre.

### RESPONSIBILITIES

The *Committee of Management (CoM)* is responsible for:

- developing a range of strategies to enable and encourage the participation and involvement of families at the service

The *Director* is responsible for:

- ensuring strategies are in place to enable and encourage the participation and involvement of families at the service, including managing the Family Participation Program

Responsible Persons (persons in day-to-day charge), early childhood teachers, educators and staff are responsible for:

- encouraging the participation and involvement of families at the service

Families are responsible for:

- completing the required participation hours during the calendar year.
- paying the participation payment at the end of the calendar year if they have not completed the 12 participation hours



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## PROCEDURES

Each family is required to contribute a predetermined number of participation hours to the centre each year. This may be completed through a combination of:

- completion of tasks advertised via email or on the notice board in the foyer of the centre
- attendance at one or more working bees
- undertaking tasks as assigned by the Director or Committee of Management
- membership of the Committee of Management
- pre-approved donations to the centre

The participation of families is encouraged by Raleigh Street Community Children’s Centre and can help to keep costs more affordable. Each family is required to contribute **a minimum of 9 hours of time to the Centre during the year.**

We recognise that not all families are able to assist at the service. Therefore a participation payment has been introduced by the service and replaces voluntary labour with a payment where that is a family’s preference. The annual participation payment is \$180 per family.

If a family does not meet the hourly participation requirements for the year, they must make the full payment to keep their child(ren)’s place(s) at the centre. This payment will be due at the start of December each year. The parent participation payment is not intended to be a barrier, and families experiencing difficulties should discuss this with the Director or CoM.

Families using the Centre for less than a year will be required to contribute on a pro rata basis. For example, if you are at the Centre from May to December, your participation rate will be 8/12<sup>ths</sup> of the full rate, to cover the eight months of the year where your family uses the Centre.

Participation payments shall be used to pay for services that would otherwise have been conducted by parent participation, e.g. maintenance, gardening, repairs to books and toys.

Every effort will be made to encourage family participation and to assist families to avoid having to make a participation payment if that is their preferred form of contribution to the program. Families are encouraged to contact the Director if they feel they will have a problem meeting the required participation level and/or participation payment.

### Examples of Tasks and Hours

The following table provides some examples of the participation tasks which may be able to be undertaken as part of the Family Participation Program. The “Suggested Hours Credit” in the table is a suggestion only and would need to be confirmed with the Director before undertaking the task.

Note that tasks can be added or changed at any time during the year.

Task	Suggested Hours Credit
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Member of Committee of Management and attending at least 6 Committee Meetings	9 hours
Member of a Sub-Committee	Hours will be determined depending on tasks worked on and time taken
Attendance for 3 hours at a working bee	3 hours
Helping at a fundraising activity (eg. Sausage Sizzle, Trivia Night)	Hours will be determined depending on tasks worked on and time taken
Sweeping Driveway and outside entrance weekly for 1 month	1 hour
Planning and executing an activity in the children's program (eg. cooking, music, craft)	1-3 hours depending on time and activity
Covering books	Depending on amount and time taken
Repair/Cleaning of toys / books/sewing	Depending on amount and time taken
Updating a Centre Policy or writing a new Centre Policy or proof reading	2-12 hours depending on complexity and time

**EVALUATION**



In order to assess whether the values and purposes of the policy have been achieved, the Committee of Management will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor feedback from families in relation to levels of family participation and barriers to families meeting the required participation levels
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify families at least 14 days before making any changes to this policy or its procedures

<b>Review history</b>	
11/02/2023	New policy created from old Participation of Parents, Students and Volunteers Policy to be separate from new Participation of Volunteers and Students Policy (Feb 2023)  'Parent/guardian' replaced with 'family' to recognise diversity of family structure