



Black Rock Pre School Centre Inc.
55 Bluff Road Black Rock Vic. 3193 Phone 9598 1479

FAMILY INVOLVEMENT PROCEDURE 2022-2023

National Quality Standard - Quality Area 6

PURPOSE

Black Rock Pre School (BRPS) encourages families to become involved in the kindergarten community and in the educational process. Black Rock Pre School encourages participation that is built on a respectful working relationship with the educating staff.

POLICY STATEMENT

Family Participation

The education of children is a collaborative process, and families are active participants.

Throughout the year, families are invited to;

- Join the Committee of Management (C.O.M) or a sub-committee
- Attend the Annual General Meeting (AGM)/Information night
- Participate in social events during, and outside of, kinder hours
- Provide feedback and input into reviews of policies and procedures

Families are encouraged to talk to the teachers, share skills and interests at the kinder and share in celebrations at the kinder.

Section 1 – Family Help within the Educational Programs

BRPS encourages family involvement in all areas of the educational program. This could include;

- Beach Kindergarten assistance
- Education session helpers
- Excursions

Family members assisting within the educational programs will need to meet the requirements of the Volunteer Policy, which includes holding a current Working with Children (WWC) check. Please refer to the Participation of Volunteer and Students Policy for more information.

Section 2– Family Involvement Levy

The BRPS Family Involvement Levy & Maintenance Levy is a compulsory fee of \$350 that parents are required to pay prior to the start of the kindergarten year. Families may apply to receive a refund of up to \$200 (from the Family Involvement portion of the levy) at the end of the year if the family contributes to the operation of the kindergarten.

To be eligible to receive the \$200 refund, it is expected that the family will attend at least 4 working bees or undertake at least 4 other authorised activities to assist with the maintenance of the kindergarten grounds and facilities, provision of social events or leading fundraising activities. A partial refund may be considered if 2 or more activities are undertaken by the family.

Authorised attendance events/tasks are:

- Working bees – Maintenance days
- Specific maintenance tasks or special projects as requested by C.O.M
- Housekeeping requests
- BRPS Fundraising Events – e.g. Bunnings Sausage Sizzle or Cake Stall rostered help
- Management of tasks at fundraising events
- Significant donations of resources, equipment or other supplies.
- Joining the Committee of Management and attending all meetings or contributing to a significant level may count towards up to 4 events/tasks.
- Participating in a kindergarten sub-committee and contributing to a significant level may count towards up to 4 events/tasks.
- Participation in 2 beach kindergarten sessions, 2 educational sessions or an excursion counts as 1 event/task

In most cases each event or task is expected to be 2-3 hrs of support. This list is not exhaustive and from time to time an opportunity may present (but is not guaranteed) where specialist skills are required. If this occurs, the opportunity will be clearly communicated by the C.O.M as counting towards the authorised attendance/events.

Section 3 – Parent and Carers as Volunteer Workers

All volunteers at BRPS (parents, extended family members, committee members etc.) that support the educational service must provide evidence of the following, particular when your involvement has direct or indirect contact with the children:

- Working with Children Check.
- COVID-19 vaccination certificate (or medical exemption certificate). This is currently required to be eligible to undertake volunteer work at an Early Childhood Education Service. This may be subject to change at the discretion of the Victoria's Chief Health Officer if the Covid-19 Mandatory Vaccination (Specified Facilities) Direction is modified or removed.
- Agree to the Volunteer Code of Conduct
- Police checks may be required for some volunteer positions

Authorisation & Review

This policy was endorsed by the Approved Providers and accepted by BRPS Committee of Management in October 2021. This policy will usually be reviewed every two years.

Background and Relevant Legislation

National Quality Standard – Quality Area 6, Standard 6.1 & 6.2

Education and Care Services National Regulations Sept. 2013, Regulations 73, 76, 86, 99, 102, 157 & 171