

# Family Communication Plan



## Overview

Parents and families will have access to information about their children's experience in the home child-care program. When enrolling each family will receive a parent package including an enrollment form(s), parent handbook and contact for agency consultants. Each provider will go over the agency's behavior guidance policy and individual home policies. This will allow each family to have important information about the agency and home before enrollment. Provider and family childcare consultants will be available to answer any questions or concerns.

After enrollment parents will be encouraged to have open and honest communication at drop off and pickups, in person, email or over the phone with providers and family childcare consultants about programs and individual child experience. Parents will also have access to parent information at the family home either posted on a parent info board or in a parent info binder.

This will include:

- A copy of the Early Learning and Child Care Act and Regulations
- A copy of the license for the facilitator agency
- A copy of the parent handbook
- A list of the current members of the parent committee
- copy of most recent minutes of the parent committee
- A copy of the report of the most recent inspection by the Department
- A copy of the report of the most recent visit by the family home consultant
- A copy of the behavior guidance policy
- A copy of the current menu.
- A copy of the daily program plan and routine
- Notification of funding provided to the licensee by the Department

## Infant and Toddler Information

Each infant and toddler (under 3 years) will have daily reports with information filled out about feeding, diapering, naps, and engaging activities that the child was involved in throughout the day these will be accessible for parents at pick up. These daily logs "what I did Today" forms will be in a visible accessible place for parents to view each day.

## Parent Involvement

Parents will be invited to parent committee meetings twice a year and encouraged to be involved with the family home, agency, and Family Resource Centre. The parent committee meeting minutes will be posted or in binders in each home for parents to view. Notice of parent committee meeting will be e-mailed to parents 2 week prior to the meeting. Parents will be encouraged to add items or matters of interest to the meetings agenda.

## Agency information

Agency will provide a bi-monthly newsletter that will be emailed to parents and placed with parent info at the family home and will be posted on the KCFRC website. This will highlight information and reminders that are important for parents and children. The newsletter will have contact information for agency. Parents will receive email invitation for parent committee meetings and parents will receive written notice via mail about changes to individual homes.

## Parent Handbook and Policies

Each parent will receive a parent handbook at the time of enrollment, it will also be located on in the childcare home either posted on the parent board or located in parent binder available to be viewed.

Each individual home will supply each family with home policies that are specific with the family childcare home. These policies will included hours of operation, parent expectations and any other individualized information about the family home childcare.