



## Communication with Parents Policy

Wee Care Day Care is committed to the development, growth, education, safety, and comfort of all the children enrolled in our day care. We are dedicated as well to the responsibilities we have to the parents of those children. One of our responsibilities as providers of childcare is to accurately communicate with the parents regarding their children. This policy statement is to advise and guide you regarding those subjects which you should refrain at all times from discussing with parents.

Wee Care Day Care staff is responsible for knowing, caring for, and being alert to the needs of the children under their supervision. As a staff member, you are in the best position to observe the educational progress of the children you see each day in the classroom. You should feel free to communicate with parents regarding their children and growth, development, and needs of the child. Such discussions should be restricted to your regular working hours at the Day Care. Telephone conversations or meetings, which occur outside of the staff's regular working hours or away from the center, without prior approval of the Day Care Director are unauthorized and will violate this policy.

Subjects such as local government regulations, the condition of the Day Care facility, and the terms and conditions of staff employment are not to be discussed by staff members with parents, and should always remain responsibility of the Day Care Director. If parents inquire of you about such subjects, the parents should always be referred to the Day Care Director for response. The Day Care Director or some other Wee Care Day Care official will handle the matter.

If you have a work related complaint, concerning a problem of any kind, it is essential that you bring it to the attention of the Day Care Director immediately. Failure to abide by this policy statement may constitute grounds for discipline up to and including termination. It is absolutely necessary for us to have this and other policies if we are to maintain the professional image we have built together. Wee Care Day Care appreciates your understanding and compliance with this policy.

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Staff Signature

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Date