

Administration

4.6 Open Door Policy

Policy Statement for St Joseph's Nympsfield Out of School Club

We will endeavour to adopt an 'Open door policy' to ensure staff, pupils and parents feel St Joseph's Nympsfield Out of School Club (OOSC) is welcoming of communication and discussion and our services and information are fully accessible.

Families are welcome to visit the [OOSC](#) and are encouraged to make suggestions on our service programs, philosophy, policies, procedures, practices and management.

We recognise that families are key contributors to a child's development. Family involvement in the early childhood environment sends a strong positive message to children that they are fully supported which in turn leads to greater outcomes for children. Family involvement in the OOSC may include:

- Sharing aspects of family culture with educators and children as well as providing appropriate experiences. For example, we celebrate 4 July through crafting and baking activities.
- Attendance at organised committee meetings.
- Participating in reviewing and providing input into the OOSC's policies and procedures, as necessary, prior to ratification by the Committee.
- Feedback of the service
- Taking on voluntary committee roles which ensure the continued running of the OOSC.

St Joseph's Nympsfield Out of School Club is aware that as parents/carers with young children life is pretty full on, and OOSC allows time away from the child/children to get on with other things, whether it be working or doing the weekly shop.

Siblings are always welcome at St Joseph's Nympsfield Out of School Club when children are being dropped off or picked up. However, our educators cannot assume responsibility for them.

Families will be kept informed of happenings within the OOSC through discussions with staff, messages on the OOSC Facebook page, via the website and termly newsletters.

Associated Policies and Procedures

- 4.3 Prospectus

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	HKC, NF-P and MK	Reviewed and updated. <ul style="list-style-type: none"> • To reflect current practice at the OOSC; and • Inclusion of "Associated Policies and Procedures " section 	26.02.2024 Committee Meeting