



**Umbrella Family and  
Child Centres of Hamilton**

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**1.6 FAMILY AND COMMUNITY PARTNERSHIPS**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>1- Belonging</b>
<b>POLICY</b>	<b>1.6 Family and Community Partnerships</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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UFCC programs are offered in the spirit of caring for and responding to the needs of children, their families, staff, school partners and the larger community. We value and nurture collaboration and partnerships within the Early Years community.

**RESPONSIBILITY**

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All staff.

**PROCEDURE**

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1. During the enrolment process, staff members will share information with families about UFCC's commitment to partnerships with families, the school community, and the broader community.
2. Upon enrollment, parents/guardians sign a consent form permitting child care staff members and school staff members with the ability to speak to one another about a child's progress.
3. UFCC staff members will communicate regularly with school staff members or involved community partners, recognizing it is important to keep each other informed about our programs, service delivery, special events, etc.
4. When parents/guardians request information about school policies or procedures, UFCC staff members will provide them with the contact's name(s)/phone number(s) of the most appropriate person to whom they should speak.
5. The Supervisor, Satellite Program Leader or designate will attend the monthly School Council meetings as a community representative, updating the members of the activities in the child care centre.
6. UFCC centre/program newsletters will be shared with school admin/caretaking staff members, and UFCC staff members will request a copy of the school newsletter so that they have up-to- date information about events taking place in the school.
7. Whenever possible, UFCC staff members will support the school staff in the delivery of activities for children or special events for families.
8. Support for children with special needs is provided through Community Living Hamilton and other agencies. UFCC staff members will work with support staff, including community clinicians, to provide services to children with a focus on environmental adaptations that support both individual children and the larger group.



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9. UFCC staff members provide placement opportunities for College and Secondary School students to complete assignments/field practicum. The Supervisor of the centre will speak to UFCC staff members before assigning a student to their room. Families will be informed of the student placement.
10. Recognizing the importance of supporting the child and their family, UFCC staff members will become familiar with the resources/community programs that exist in the school neighbourhood.

**Policy Attachments:** N/A