**Parent Involvement & Membership Policy**

**Rationale:**

Due to being a not for profit and parent run centre, it is a requirement that all families participate in some way.

According to the Constitution of an Incorporated Centre, there is an annual Membership fee.

**Policy:**

Every parent of The Avenue Children’s Centre and Kindergarten is required to participate in some area in the maintenance and running of the centre. There are a number of ways you can contribute depending on what you would like to do, your skills and the time you have available. We have a parent involvement form which all parents are required to fill out which include the choice of the following:

* Join the committee
* Join a sub committee
* Attend working bees
* Attend the centre during opening hours to help out staff and educators
* Pay $500 financial contribution towards the maintenance and upkeep of the building

When commencing at the centre, all parents must sign an application for membership form and pay a fee of $2. This makes your family a member of the centre for the year. This fee is not refundable.

# Strategies and Procedures:

A form will be given to all new families as part of the enrolment package or at the beginning of each calendar year. All families are required to fill out the form and hand it in to the office by the due date.

**Sources and further reading:**

* Family Involvement Form
* Association Incorporation Reform Act 2011
* Enrolment, Orientation & Bond Policy

**Date Ratified:** 25/10/2008

**Date Reviewed**: 16/09/2020

**Approved by:** COM **Date**: 27/11/2008