# Assessment and Rating Visit Coming Family Letter

INSERT LOGO and address

Dear Families

In the coming weeks we will have one or two visitors to the Centre from the Department of Education whose job it is to assess and rate the quality of our service practices against the National Quality Standard (NQS) and the National Law and Regulations for early childhood services. All services are rated on average once every three years.

Ratings include Working Towards, Meeting and Exceeding the NQS in seven quality areas:

1. Educational program and practice
2. Children’s health and safety
3. Physical environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and communities
7. Governance and leadership

Prior to the assessment visit we send our Quality Improvement Plan into the Department for review. This Plan is a record of our strengths, and the actions we have taken to continually improve our service practices. The Plan includes input from educators, families and children. We thank those families who have contributed to the Plan and encourage all families to suggest improvements or identify strengths.

Our visitors will be at the centre for one to two days while completing their assessment. I will advise you of the exact date of the visit once this is known. I wish to assure you there will be no disruption to your child’s education and care during this time. We will also ensure our visitors are never left alone with any of the children.

After the Department visits the centre they will provide a draft report for our comment and feedback three to five weeks after the assessment visit.

We look forward to sharing the results of our assessment and rating with you. If you have any questions about our assessment and rating process please don’t hesitate to discuss them with me.

Kind regards

<insert name of Nominated Supervisor>

Nominated Supervisor

Ph <insert number>

<insert date>