

Communication

Regular communication is essential between parents and educators who support your child's progress at kindergarten. We hope you feel comfortable in approaching us with ideas, thoughts, questions or areas of concern you may have. Please be mindful that staff are settling in children at the beginning of the session. If you have a particular concern please see the director to make an appointment on Friday to ensure sufficient time and no interruptions.

Information board

We have a whiteboard at the back doors with upcoming events and reminders. We also use the white board to record daily learning and activities. Please check them as you come to and leave from kindy each day to keep up to date with what is going on.

KindyHub App

We use KindyHub as a key form of communication and information sharing between parents and Educators.

Please fill in the Kindyhub permission slip in your consent pack to participate. You will have access to photos, learning stories, newsletters, calendars and program information for your child. If you have any questions please see a staff member.

Children's learning journey book & documentation

Each child at Adams Road Children's Centre has a book near the writing table to use during their time at Kindergarten. They contain a variety of information about your child's learning and development during their time at kindergarten. Children can access the books freely and add to them. They may include photos, work samples and observations by staff. We encourage you to look at the books with your child and to talk about their learning. Books are welcome to be taken home to share with loved ones, please return them promptly after a visit home.

As staff work with your child they will observe and record notes about your child's learning, development, skills, interests and abilities. These notes are then used for future planning to ensure we are supporting your child's on-going learning.

Sick Children

If children appear unwell, have green runny noses, unexplained rashes, discharge from eyes or a temperature we ask that families will keep them home until they are better or have been cleared to attend Kindergarten by a doctor. A child who has vomited or has diarrhoea must be kept at home for 24 hours after their last episode.

Any further queries or any other health dietary concerns please speak with staff.

Grievances, Complaints and Feedback

If for any reason you are not happy with our level of education and care or our environment we want to know immediately. You can discuss this with Educators or write a formal letter. When any matter is raised the Service will follow our Grievance Procedure. All Service policies / procedures are available to parents. Positive feedback is most welcome also.

Car Parking

Car parking is available behind the Kindergarten on Washington Drive. The Kindergarten carpark is **only for staff, visitors and disability permit holders**.

Please observe school speed limits and signage when driving near the Kindergarten (Adams Road and Washington Drive) and remember to stop for school children on the two Adams Road crossings (25 kms when children are present).

Please **DO NOT** Park in Kindy's car park

