

## **Communication**

To help with all forms of communication we offer the following options

- A home/communication book for you to write any notes to staff about any issues, change in arrangements or explanations for absences, and staff to write notes or staple other relevant information. Also includes sheets to record any books read with your child as part of our Read Along program. Any injury notices will need to be read, returned and signed for filing.
- A daily Board outside with an update of news for the week
- Emailed copies of notices and newsletters or hard copies if preferred [let us know]
- Family information Boards inside and out with a shelf containing folders with copies of the policies, QIP and Programming as well as information sheets you are welcome to take home if useful.

You can also contact the director by sending a message to 0439952325.

## **Enrolment Details**

If you have a **change** of address, phone number, emergency contact, children's medication etc. that differs from that given to us at the time of enrolment, please speak to staff to update your details.