

Communication with parents procedures

Newsletters:

Kindergarten newsletters are distributed at regular intervals throughout each term. We welcome your feedback and suggestions for any information that you would like to be included. Newsletters can be collected from your child's communication pocket (in the parent room).

Sign in/out sheet:

This is located on the kitchen bench so that you can sign your child in and out each day. Please write in this if somebody different will be collecting your child and also speak to the staff.

(If there are legal restrictions on any persons having contact with your child, then a copy of the appropriate order must be given to the Director).

Communication regarding your child's learning at Kindergarten:

The staff enjoys talking with parents about all of the wonderful things that the children have been doing, so you are welcome to speak to us at any time. There are opportunities at the end of each session for informal discussions with any of the staff.

Each child will get an Individual Learning Plan containing learning goals. This is created using observations and information from parents. The teachers will discuss this plan with parents or put it in their learning folder. At the end of your child's time at kindergarten, the staff will write a summary report about your child's learning and development at kindergarten. Parents will have opportunities to discuss the report with one of your child's teachers. Parents will receive their child's report and a copy will be sent to the school that your child is to attend. This enables the school to attain some knowledge of your child's development in order to plan for their learning.

Your child's learning and development is important to us. If you wish to have a more formal discussion, or you wish to discuss a matter confidentially, please arrange an appointment time with one of the teaching staff.

Whiteboard:

On the whiteboard outside you will be able to read about what is happening that week, any special events or reminders.