



Communication

Confidentiality

Staff respect the confidentiality of all matters relating to your child and family. We are obliged to withhold the release of address and telephone numbers unless we have written or verbal consent from the party concerned.

Information notice Board

Located on the verandah outside the main entrance, this board has essential and interesting news about kindergarten and community events.

Newsletter

Families receive a newsletter informing you about kindergarten activities, meetings and curriculum information.

Pidgeon Hole

Each child has a pidgeon hole inside the preschool into which all notices and newsletters are place. Please check these regularly.

Change of Address

Please inform staff if there is a change to contact details as current records are essential in an emergency.

Arriving at Preschool

On arrival, please initial the sign in sheet and great a staff member. This ensures staff are aware of your child's presence and provides an opportunity to share information that is relevant on the day.

Leaving Preschool

Please initial the sign out sheet. It is important that staff know who is collecting your child each day. If the routine for collection changes please notify a staff.

Absences

Please inform staff if your child is to be absent, particularly in case of infectious illness. Should you wish to withdraw your child from the preschool, please notify staff as soon as possible.

Telephone Messages

When staff are unable to come to the telephone during session times, please leave a message with school reception and your call will be returned as soon as possible.

How to deal with issues and concerns

From time to time issues may arise that require resolution. Guidelines to assist you in resolving concerns relating to parent/staff relationships, policies or curriculum are available from the Director.