

**Attendance:** We encourage regular attendance as we believe that children gain maximum benefits from the learning programs if they are regularly attending.

Please sign your child in each day and ensure that we know who will be picking them up. We prefer that you call that morning or let a staff member know in advance if your child will not be attending.

-Please also ensure that we have up to date information about contact numbers for both parents and emergency contact people. Please arrive on time as it supports the children when settling into the learning program for that day. Give the kindy a call if you are going to be late picking children up or if there is a change of pick up person and ensure that you sign your child out at the end of the day.