

# Communication with families

## Communication

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### Family Communication Bench

Here is where you will sign your child in & out each day and find other important information such as; upcoming events, our Community Book, which staff are here for the day, policies, information from the Governing Council, parent library and information about local activities for children. Please check this area regularly to be aware of all that is happening in your Kindergarten.

### Notice Board & Community Noticeboard

Please read the whiteboard located to the right of the entrance door at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Kindy. Other community information is also displayed further to the left in the window near the family communication bench.

### Pockets

Newsletters and notices will be placed in your child's POCKET – this is clearly labelled and is on the hanging information pockets. Please check your child's pocket at the end of every day.

### Newsletters

Our newsletters are delivered via children's pockets. The newsletter includes coming events, learning experiences, photos, health news, community news and any other interesting information. Please take the time to read them.

### Facebook

The centre has a CLOSED Facebook group for families to see photos, reminders of events, interesting links etc. It is a great method to transmit information to our Centre community. Please look up '*Kapunda Kindy Families*' and send a request to join. Only families with a child enrolled in Preschool or the Occasional Care program can be approved to join this group. Only children of families who sign a consent form may have their photo uploaded to this page, and there is strictly no naming of children in photographs, tagging or sharing. The social media consent form is filed in a central location at the Centre.

<https://www.facebook.com/groups/Kapundakindyfamilies>

### Website

You can also visit our website. Here you will find lots of information about Kapunda Kindergarten [www.kapundaKindergarten.sa.edu.au](http://www.kapundaKindergarten.sa.edu.au)

### Parent Grievances

Our team is here to ensure you and your child enjoys a happy and healthy experience at Kapunda Kindergarten. Should a problem arise please let us know as soon as possible. Communication is the key. In almost all cases, parents together

with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please follow the Grievance Procedure. All grievances will be taken seriously and our best efforts will always be forthcoming. Please see our 'Parent guide to raising a concern or complaint' located in the policies folder on the family communication bench.

**What about good things**

Let us know! Don't be shy to tell us about the good things Kapunda Kindergarten staff do or say, if you don't tell us....we won't know! Positive feedback reinforces the good things that are happening and lets staff know what is working. On this note, we are always happy to have constructive feedback or ideas for improvement. Kapunda Kindergarten staff are committed to provide quality educational programmes and services for children and families and are always looking for improvement ideas. You will find a 'suggestion box' located on the Family communication bench.