

IMPORTANT NOTES

- ❖ Please notify staff if:
 - you change address, telephone number, or your child's medical information has changed.
 - someone else other than you is going to pick up your child.
 - your child is sick, especially if your child has an illness or condition that can be transmitted to other children, such as head lice, conjunctivitis, gastroenteritis, measles or a viral infection. If a child is unwell at Kindergarten, staff will contact parents to recommend the child be taken home.
 - your family situation changes. We will then aware of what may be affecting your child and offer appropriate support.
- ❖ Please bring children into the building at the beginning of each day. Make sure our staff know when you are leaving your child at Kindergarten.
- ❖ When you arrive each day, please help your child to
 - ✓ put his/her fruit and vegie snack in one of the boxes on the verandah
 - ✓ put her /his drink bottle in one of the eskies inside
 - ✓ put his /her kindy bag in the named locker
 - ✓ wash her/his hands. This is in line with our Infection Control policy.
- ❖ Please sign your child in and out every day. If you realise that you forgot to do this, please phone us and we can make a notation on the attendance register. This is the record we will use to ascertain who should be here at any given time if there is an emergency.
- ❖ Check your child's notice pocket when you arrive in the morning and again when you collect your child. This is where you will find newsletters, first aid notes, etc. **Please also ask other people who bring or collect your child to also check the notice pocket.**
- ❖ **Every day: Please check the verandah whiteboard for daily notices**

