



## COMMUNICATION

**PARENT POCKETS:** Please collect all newsletters and notices from your child's parent pocket - the pockets are clearly labelled and are located on the wall as you enter the Centre.

**NEWSLETTERS:** Our newsletters are published two or three times over the term and delivered via children's pockets. The newsletter includes coming events, rosters, learning events, photos, health news, community news and any other interesting information. Please take the time to read them.

**NOTICE BOARD:** A parent notice board is located outside on the wall near the children's bag area. This has relevant information for you to read and keep up to date with what is happening at Kindergarten. Other community information is also displayed.

**ASSESSMENT AND REPORTING:** We use a variety of methods to record each child's progress during their preschool year. One of these is their 'Portfolio Book' which is a collection of their creative work, photos of play and achievements and assessments on areas of development. These books are a valuable and precious record of your child's year at Kindergarten. These books will be given to the children to keep when they leave our centre. All children will be given a Summative Report, on this report staff record the learning that children have demonstrated capably whilst at Kindergarten. Children also have Individual Learning Plans (ILPs) that focus on specific areas and are updated throughout the term.

**ENROLMENT DETAILS:** Please notify staff if any details supplied on your original enrolment form changes during your child's time at Kindergarten. This includes address, telephone number and marital status. **MOST IMPORTANTLY** any allergies that your child has or the emergency contact number provided.

**ALLERGIES AND MEDICAL CONDITIONS:** It is vital that staff are notified of any child's allergies and the appropriate treatment. Equally important is informing staff if your child has or should develop any form of medical condition whilst enrolled at kindergarten. Due to health and safety reasons our kindergarten is an **Allergy Free Zone**. All staff are trained in first aid.

**FAMILY INVOLVEMENT:** Parents are welcome to visit and stay at any time during a kindergarten session. We need assistance with things like preparing materials for children's uses, reading stories or displaying art work. We have rosters and working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can incorporate these into our program.

**GOVERNING COUNCIL:** Parent meetings are held approximately twice per term. These meetings give parents the opportunity to have a say in the running of their kindergarten, to meet other parents, to discuss children's preschool activities and interests and have input into the curriculum and program. All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time. As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each term as families move on to school and new families join the kindergarten community.

**STAFF:** are available at all times to discuss any issues or concerns.