

COMMUNICATION

The notice board in the foyer will be used for general information and a regular newsletter will be distributed to all families using the centre. Other information will be placed in the children's pockets.

If you have any concerns with or about any aspect of the centre or you would like to talk about your child's participation or development, you are encouraged to make a time to chat with the Director or other senior staff.

You are also able to write to the Governing Council – preferably through the Director.

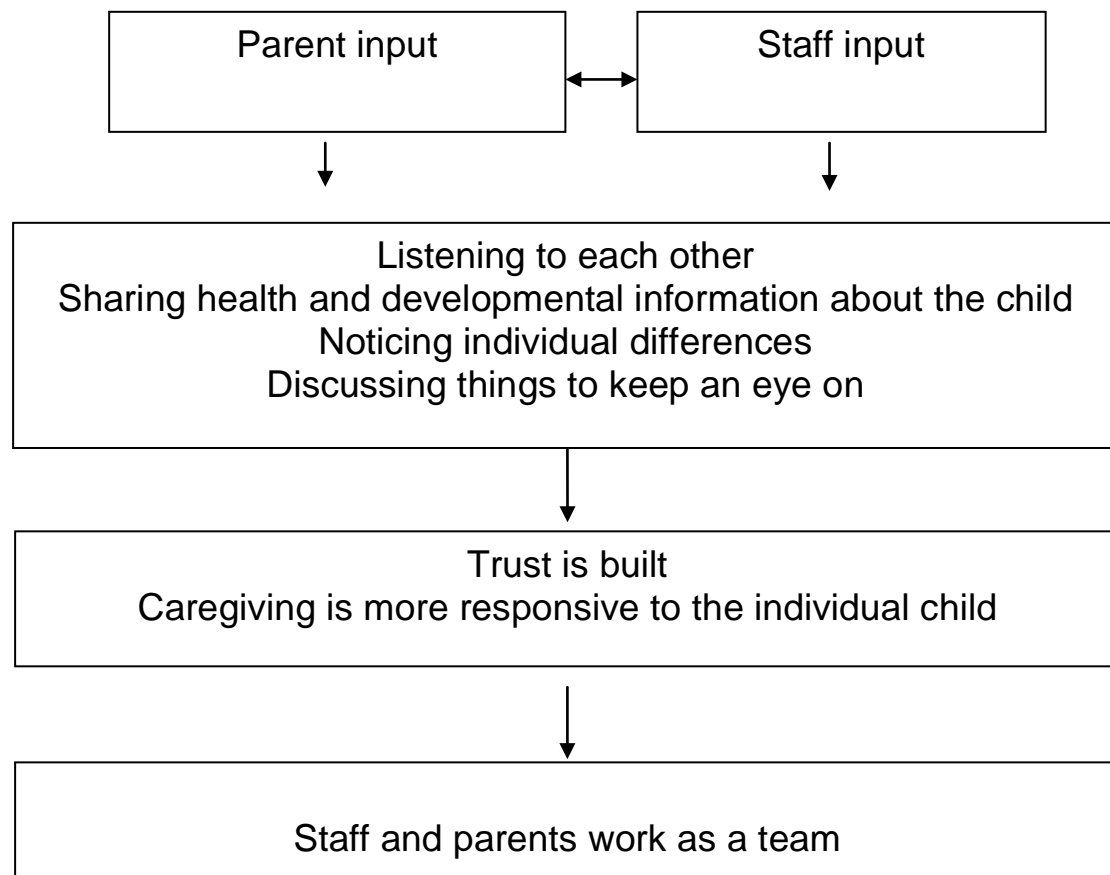
We also like to hear about things we are doing well.

We treat all information regarding children and their families with the utmost confidentiality. Personal information of staff and families is not given out to anyone without prior consent.

Communication With Parents

Our centre actively encourages parents and staff to work in partnership towards optimal child development. To do this effectively we believe that a positive relationship between parents and staff is essential and that regular communication is the key to this relationship.

The process for building a shared picture of children's development



We consult with parents about their preferred method of communication and their preferred time of day for this to occur.

While a variety of methods are employed the following are available but not exclusive:-

- Face to face
- Phone
- Photo pages

- Chat books
- Kookaburra day book
- Email
- Enrolment updates
- Newsletters
- Questionnaires
- Parent groups
- Governing Council / Management Committee
- Special needs meetings about particular children
- Social occasions

All parents are able to ring the centre at any time to speak with a staff member caring for their child; in addition, parents may ring during staff programming time for an extended chat.

Date Reviewed: August 2018

Review Due: August 2020