

**Note Pockets:**

Each child has its own note pocket with his/her name on it. Parents need to check these pockets daily for newsletters. This is an efficient way of passing on information to all families.

A whiteboard is located on the wall by the lockers. Please read this board on a daily basis for information regarding current happenings in the preschool.

**Confidentiality:**

Parental information (eg. address, phone numbers) is only shared upon written or verbal consent from the party concerned. Preschool staff respect confidentiality on all matters pertaining to the child and family.

**Change of Details:**

If you have a change of address or phone number while your child is enrolled at preschool please let us know as soon as possible. This ensures our emergency contact information is up-to-date.