

## **Communication**

Open communication between parents and staff is important. We strongly encourage parents to discuss any issues, concerns or questions with the staff. Please be aware that the children are our first priority during session time, so it may sometimes be necessary to make an appointment to see staff after a session, when we can have uninterrupted time to chat with you.

Each child has a communication pocket. Please check your pocket every day when you bring and collect your child for first aid notes, fee invoices, receipts etc.

Staff keep parents up-to-date with what is happening at the Kindergarten in a variety of ways such as newsletters/notes, informal chats, parent meetings, photo displays and notice boards. Information about our program is provided in newsletters and is on display in the Kindergarten foyer. Please check the notice board, program board and wall displays regularly to ensure that you are informed about what is happening at the Kindergarten.

If your family circumstances mean that your child shares their time between 2 homes or has more than one main carer, you may require duplicates of newsletters, notes, reports etc. If this situation applies to your family, please advise the Director so that appropriate communication with both parents can be supported.