

Communication with families

In Preschool all children have a **Communication Book**. This Communication Book is given to each child on their first day of Preschool in a named zip-up pouch.

Responsibility of families

- It is very important the Communication Book is checked every night when returning home from preschool. It may contain notes from teachers, sometimes giving information that has a short time frame.
- Families are to initial notes when they have been read.
- Preschoolers must bring their Communication Book into preschool every day
- Please keep the Communication book open to the most recent page

Responsibility of Preschool Staff

- Preschool Staff will check Communication Books every morning, checking for important notes/forms/ reply slips from families. If needed a reply will be written or the note initialled by Preschool Staff.
- Preschool Staff will forward any notes / reply slips from families to the Front Office
- Preschool Staff will write notes to families, usually relevant to your child's well-being and behaviour.
- Preschool Staff will glue in notes about things happening at preschool for families to read.

Changes to regular routines for pickup must to be communicated to the preschool. This can be done via:

- 1) a phone call to the Front Office where you are asked to please leave a message with the staff who will then inform the Preschool Staff, or
- 2) a signed and dated note in your child's Communication Book.

Changes to Bus travel plans must be communicated to the preschool via:

- 1) a phone call to the Front Office where you are asked to please leave a message with the staff who will then inform the Preschool Staff, or
- 2) a signed and dated note in your child's Communication Book, or
- 3) a BUS TRAVEL ABSENCE NOTIFICATION form (on the back of the school newsletter) please send this into Preschool in your child's Communication Folder.

Speaking with Preschool Staff

Parents and Caregivers are very welcome to contact Preschool Staff in regards to any queries or concerns that you may have. Certainly at drop off and pick up times the opportunity is there for a brief conversation. However, if it is something of a more in-depth nature you will be asked to contact staff at another time. This will ensure that your confidentiality and that of your child's is maintained. Please understand that

during the hours of 8.30am to 3.15pm our primary concern is the education and wellbeing of the Preschoolers. We therefore request that if you wish to speak with us please leave a message with Front Office staff and we will contact you at a more appropriate time. You can also leave any messages about changes to pick up or drop off with Front Office staff who will forward your message onto Preschool Staff. You can of course always jot a note in your child's communication book.

Newsletters

Parents are informed of activities, special events and matters that affect the Preschool through a Preschool newsletter, which is sent home when needed, usually twice a term. The School newsletter is sent home every fortnight to keep parents informed about the whole school community including preschool; this is sent home with the youngest or only child in the family who attends the Preschool or the school.