



Communication

Communication Pockets

- All children who attend kindergarten will have a named communication pocket. Please make it a priority to check this pocket each time you arrive and leave the kindy. We place receipts, accounts, newsletters, first aid reports and other important correspondence from us in the pocket
- Any concerns or queries are best resolved through direct contact with Staff or the Director as soon as possible so we can address your concerns. We are also contactable by email.

Notice Boards

- Each week we display important notices. These notices will be displayed on the whiteboard on the verandah, the noticeboard by the main entrance or the easel by the main gate. We try to assist parents by providing reminders as often as possible about upcoming news and events.
- We also have displays that keep you informed about the program around the kindergarten and the current curriculum focus. This information does change so please check these regularly.

Feedback

- We welcome feedback from parents via notes placed in the suggestion box inside the main kindy entrance. We value all feedback from families as part of our commitment to quality service. Feedback can also be emailed or speak to a staff member.

Communication between each other

- From time to time, you may change your contact details. It is very important that you keep staff informed of any changes to mobile numbers, address, emergency contacts etc.
- Staff try to have as many conversations as possible to keep you informed of your child's progress and wellbeing.
- Beginning and end of session is particularly busy settling and farewelling children and communicating with parents.
- Although we are busy, we are delighted to speak to you as soon as we can. If you can wait for a few minutes one of the staff should be free to speak to you. If you would like a longer conversation, we are happy to make an appointment time for discussion at a mutually convenient time.