

COMMUNICATION WITH PARENTS PROCEDURE



Newsletters

Thorndon Park Kindergarten provides a weekly newsletter, which is distributed via email. Please ensure your email details are kept up to date so you can receive the latest information each week. We encourage families to regularly read the newsletter, as it includes helpful updates and showcases the exciting learning and experiences happening at kindy.

A printed copy is also available on site for families who prefer a hard copy.

We welcome your feedback and suggestions and encourage you to let us know if there is any information you would like to see included in future newsletters.

Sign In and Sign Out Requirements

The sign in and sign out sheet is located on the bench in the outside entry area. Please ensure you sign your child in on arrival and out when collecting them each day.

If someone different will be collecting your child, please record this on the sheet and inform an educator directly.

If there are any legal restrictions regarding who may have contact with or collect your child, a copy of the relevant court order must be provided to the Director / staff.

Communication regarding your child's learning

Our staff value open communication and take great joy in sharing the many positive experiences your child has each day. You are always welcome to speak with us, and there are regular opportunities at the end of each session to connect with staff.

Each child has an Individual Learning Plan that outlines their learning goals. This plan is developed through ongoing staff observations, along with valuable input from parents.

At the end of your child's time at kindergarten, staff will prepare a summary report highlighting their learning and development. A copy will be provided to you, and another will be shared with your child's future school to support a smooth transition and assist with planning for their continued learning.

Your child's learning and development are very important to us. If you wish to discuss something privately, we ask that you speak with a staff member away from other families. You are also welcome to arrange a convenient time with staff if you would like a more in-depth conversation about your child or any important matters.

Whiteboard

The whiteboard, located next to the sign-in and sign-out sheet, keeps families informed about what is happening throughout the week, including reminders and any upcoming special events.

Communication

We keep families well-informed through text messages and emails, sharing updates about upcoming events, important announcements, and other key information.

PLEASE ALSO REFER TO OUR NOTICE BOARD FOR REGULAR UPDATES