Communication with Families

We aim to demonstrate excellent communication with parents/guardians about their children, programs and events at the centre. Daily communication with the room staff is most important. A good open relationship between staff and parents/guardians is vital in ensuring the care and educational programs suit the children’s needs.

Strategies:

- DEECD regulated information about the centre is displayed on the noticeboard in the central foyer
- A whiteboard near the entrance door notifies all parents of reminders, information emailed out, letters to parents and important events
- A Parent/caregiver information area at the entrance of the centre displays – NQF & NQS information, QIP documentation, Specialist programs, Regulations documentation, Law documentation, Health & Wellbeing information, Health alerts, Policy & Procedure manual, Individual needs information, Funding information, DEECD parent information, Local community information relating to Early Childhood experiences & programs, current notices, newsletters etc.
- Information about the program will be displayed outside each classroom
- Classroom Journals are displayed outside each classroom to communicate the learning experiences
- Child Portfolios can be viewed by parents at any time to see their son’s development
- A quarterly (April, June, September and December) The Peter Toms Early Learning Centre newsletter will be produced and emailed to each family
- Foyer television displays photographic observations of the boys, staff, parents and community throughout the week
- The ELC has a direct phone number for parents to access
- Staff can be accessed via email
- Appointments can be made when required between teachers & parents
- Appointments can be made when required between parents & the Director
- Parent/Teacher meetings are diarised in Term 1 & 3
- Staff either call or email (depending on parents preferred form of communication) when required