

Communication with families/caregivers information

Rationale

At Athelstone Preschool, we are committed to building respectful and collaborative partnerships with families, recognising that open communication is essential to children's learning, wellbeing, and sense of belonging. This commitment aligns with the National Quality Framework, including the National Quality Standard (Quality Area 6: Collaborative Partnerships with Families and Communities), as well as the Education and Care Services National Law and Regulations. We value strong relationships with families and believe that ongoing, open communication helps children feel supported, connected, and confident in their learning journey. Families are always welcome to speak with educators at any time about their child's day, learning, or any questions or concerns.

Sign in/out sheet

The sign in and sign out folder is located on the table outside the preschool entrance. Families are required to sign their child in and out each day– Refer to our Safe arrival, pick up and drop off procedure.

Please record in the folder if somebody different will be collecting your child and also inform an educator directly. If there are any legal restrictions regarding people having contact with your child, a copy of the relevant court order or legal documentation must be provided to the Director at Athelstone Preschool.

Whiteboard

Our whiteboard, located outside the preschool, provides daily updates about what is happening each day, including special events, reminders, and important notices. This information is also uploaded to Storypark each morning for easy access.

Storypark

We use Storypark as our main communication platform to share children’s learning experiences, newsletters, term calendars, and preschool updates. All families will receive an invitation to join Storypark during the week before preschool begins.

Informal and Formal Conversations with Educators

Informal conversations are available at drop-off and pick-up times, or at the end of each session when staff are available.

Families are encouraged to chat with educators about daily

experiences, upcoming events, or general questions.

If more time is needed, we are happy to arrange a meeting at a suitable time.

Throughout the year, we offer parent–teacher collaboration sessions where we work together to discuss your child’s development, celebrate progress, and set learning goals.

If you would like to discuss something confidentially or in more detail, please arrange an appointment with a staff member or speak with the Preschool Director.

Communication Regarding Your Child’s Learning

Each child has an Individual Learning Plan (ILP) that includes learning goals developed through educator observations and information shared by families. These plans may be discussed with parents/carers and are shared in your child’s learning folder.

At the end of your child’s time at kindergarten, educators prepare a summary report outlining your child’s learning and development. Families will have the opportunity to discuss this report with their child’s teacher. A copy is also shared with your child’s future school to support transition to school and continuity of learning.

Your child’s learning and development is very important to us. We encourage families to stay connected and to talk with us at any time throughout the year.

Newsletters

Newsletters are distributed regularly throughout each term digitally through Storypark. They are an important way we

keep families informed and connected. Each newsletter includes important dates, upcoming events, curriculum highlights, learning focus areas, and updates from our team, while also celebrating children's learning and achievements.

We welcome family feedback and suggestions about information you would like included in future newsletters.

We encourage all families to read the newsletter carefully to stay informed and engaged throughout the term.

Our communication practices align with the **National Quality Standard (NQS)**, particularly:

- **Quality Area 6 – Collaborative Partnerships with Families and Communities**, which emphasises respectful relationships, shared decision-making, and meaningful engagement with families.
- **Education and Care Services National Law (SA) and Education and Care Services National Regulations 2011**, which require services to maintain effective communication with families and provide access to information about their child's learning and wellbeing.