

**LA TROBE UNIVERSITY**  
**COMMUNITY CHILDREN'S CENTRE**  
**COMMUNICATION PLAN**

This communication plan outlines the opportunities for you as parents and staff to share information about your child's health and development.

**Enrolment each year:**

- Families at the beginning of each year or upon enrolment will receive a Centre package which outlines La Trobe University Community Children's Centre's Philosophy, Policies and it's Procedures. The package of information will provide clients with detail on matters relating to the Centre's operation: Enrolment; Management and Administration; The Program; Health and Safety Practices; and General Day to Day Practices. The Section Head or Nominated Representative will provide information and discuss with each **Enrolling family**.
- Apart from completing the required enrolment details you will also be asked to complete the document titled **Background Information Form**, which enquires about the child's interests, likes, dislikes and additional information about developmental requirements - for example sleep, toileting, food eaten, medical needs and relevant celebrations.

**On a daily basis:**

Informal conversations will take place at drop off and pick up times (if relevant staff are not present at these times written messages are recorded on the **Early Morning or Late Shift Communication Sheets**).

- Written information will be provided to parent/s outlining the activities undertaken, day achievements, social interactions, food eaten and rest details. All this information is provided by staff to parents via the **Daily Feedback Sheets**, which are located along side the sign in and out documents.
- The **Story Book** is a method of recording the child's day and passing this on to families. The story book consists of written information (story format or activity based or both). The photos will be of 'what my child did today' - the children's interests, play, peers and environment. The story book and the daily feedback sheet are to work in conjunction with each other.
- Completed story book folders can be borrowed by the children and their families to discuss at home with extended family and friends.

**On a Weekly basis:**

- A current **Educational Curriculum** will be displayed on the notice board - this document is explained to parent/s via written information distributed annually, upon enrolment/reenrolment and at the request of parent/s.
- Staff will distribute the **Reflection of Program Form** on a weekly basis. This is where you can make comments or suggestions on the overall program (curriculum and routine) of the section. Staff will include on the **Reflection of Program Form** the date and list some of the activities undertaken during this period for which the reflection applies. This document also includes a request for further suggestions/points of interest that parents would like to see followed up.

**On a monthly basis:**

**Developmental Check List** document is developed by staff (using observations) and parents (information provided either formally or informally to staff).

**On a six monthly basis:**

Staff will provide parents with a written record of their child’s interests, interactions and achievements over the past 6 months. The **6 Monthly Profiles** will be distributed in June and December of each year.

**Parent/Staff interviews:**

Parents and staff can initiate contact throughout the year to discuss the child’s health and development. Please contact staff to arrange a suitable time - this allows flexibility for both parents and staff, on when and how often this contact takes place throughout the year.

Comments:

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**REMEMBER:**  
If you have a concern about your child’s health and development, *do not* hesitate to talk with staff. Sharing information is important.

Signed..... Date.....  
(Parent/s)

Signed..... Date.....  
(Centre Personnel)