

**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 learning journey.

**Enrolment each year:**

- Families at the beginning of each year or upon enrolment will receive an information pack which includes the operational framework and statements of the Centre. The Section will arrange with the Enrolling family a time in which this package of information is discussed along with matters relating to the Centre's day to day operation, practices and procedures. This will take between 45 to 60 minutes.
- 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 individual care 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**).

- 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.
- 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.

- A completed **Daily Feedback Sheet** provides families (at a quick glance) with essential information on their child's day – information such as food eaten and the amount, children's fluid intake for the day, rest details and toileting patterns for the day. 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.

**On a Weekly basis:**

- Parent feedback **Reflection of Program Form**. This is where you can make comments or suggestions around the learning environment being offered to your child.
- Centre Early Childhood Educators 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** is completed by staff (using snapshots) and parents (information provided either formally or informally to staff) to reflect the children’s learning journey.

**On a six monthly basis:**

- Centre’s Early Childhood Educators 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 Centre’s Early Childhood Educators can initiate contact throughout the year to discuss their child health and learning journey. Parents can 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.

**Annual General Meeting:**

- The **Annual General Meeting** of the Centre shall be held in the first six months of each calendar year. At this meeting the relevant reports about the Centre from previous year are presented along with the election of Committee members.

**Sharing a picture of children’s health and learning**

- We invite all parents to attend this session, generally held prior to the Annual General Meeting. These occasions are great opportunities for the family and staff to share important information about the children and their individual care requirements, as well as establish trusting relationships between the home and Centre.

**Scrapbook**

- The **scrapbook** purpose is to provide the child attending the Centre and their family with a record of their time with us. The format will be informative, creative, inspirational and individual. This record will be presented to the child and their families at the end of each year. This will be the children’s gift to their families.

Comments:

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**REMEMBER:**  
 If you have a concern about your child’s health and learning journey, **do not** hesitate to talk with Centre Early Childhood Educators. Sharing information is important.

Signed.....  
 (Parent/s)

Date.....

Signed.....  
 (Early Childhood Educator)

Date.....