



Where to find it

Who is in charge?	As you enter the hall way to the centre there is a wooden clipboard hanging on the cupboard. The supervisor on duty is listed and signed in if you would like to speak with the person in day-to-day charge.
Signing my child in and out	Each classroom hosts their own sign in/out sheets, located on a clipboard on a prominent shelf close to the classrooms entry door.
Group activity evaluation and program reflections	Slideshow displays on the classroom computers.
My child needs medication	Fill in a <u>medication form</u> on shelf under medicine cabinet in hallway and hand to a staff member. <i>Medical conditions require a signed plan from the child's doctor along with a communication plan and a risk minimisation plan.</i>
Policies	Many policies are in our Family Handbook. A master folder is located on the shelves in the front foyer for quick reference or on our website https://wwpccc.com.au/parents . Please ask office staff for other policies that you may require.
I have a complaint	Talk to staff if possible. Our Addressing Complaints Policy in Family Handbook (folder in foyer) or on our website https://wwpccc.com.au/parents
Menu	The menu for the fortnight is displayed in foyer above the photocopier on the wall.
Did my child eat?	See the display in the classrooms for MT/lunch/AT consumption on display near the sign on sheets. <i>(Please note during meal times these records are with the staff serving the food.)</i>
How is Behaviour Management handled?	See policy in Family Handbook (folder in foyer) or on our website https://wwpccc.com.au/parents
Who works here?	See educators, relief educator photos in foyer and at the entryway to each classroom.
Work Health and Safety	There is a policy manual in the foyer. Express concerns to staff so that it can be resolved e.g. gate not shutting.
Accident / Illness / Behaviour Incident	Watch for a red dot next to your child's name on sign in/out sheets - see staff in the classrooms for further information.
Need to pay	We prefer direct debit. Please ask office staff for the appropriate form. Approach educators - everyone is able to take your EFTPOS or cash payments.
How is my child progressing?	Talk to educators or make an appointment. Children's portfolios are also available for comment and inspection at any time located on shelves within the classroom.
I have a suggestion	Please speak to a staff member or place comments in slot (in cupboard next to office) or talk to educators.
Fire fighting equipment / exits	In each room and hallway - plans on display in hallway
Any queries or can't find it	Please ask any of our team of educators