

## **Parent Communication Policy**

Communication with our families regarding the enhancement of health and safety measures facilitates transparency of expectations. Our new policies will be shared with families through our website, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/volunteers safe and healthy.

Whenever possible, the use of in-person communication should be limited. Telephone, email and messaging through our Tadpoles app are encouraged.

### **Procedure Review**

This policy and procedure will be reviewed and signed off by all employees/volunteers prior to commencing employment at KCELC, and at any time where a change is made.