Partnerships with families  
16th March to 20th March 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing how educators can help children learn as they interact with other children, families and the community. For example, educators may need to teach children relevant social skills so they can effectively participate in groups. Educators also need to provide opportunities for children to share their interests and ideas, solve problems together and take on leadership roles
* reviewing our Excursion Policy. A summary follows:

**Excursion Policy**

Educators will:

* complete a risk assessment before an excursion taking into account the risks listed in the policy. For regular outings risk assessment are required if one has not been conducted within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks
* ensure the Excursion Authorisation Form in the policy is completed by parents before their child goes on the excursion. This authorisation only needs to be obtained once every 12 months for regular outings
* complete the Excursion Checklist before any excursion
* ensure transport arrangements are safe and meet policy guidelines
* only undertake excursions that are consistent with the Service insurance cover.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor