Partnership with families  
29th November to 3rd December 2021

Dear Families,

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

* reviewing the role of the Educational Leader which is, for example, to lead the development and implementation of a high quality educational program. If you’d like more information about our Educational Leader and what they do please feel free to discuss with me
* reviewing our Termination of EnrolmentPolicy.A summary follows:

**Termination of Enrolment Policy**

The Nominated Supervisor may terminate a child’s enrolment if:

* a child’s safety, or the safety and wellbeing of other children and staff at the service is, or is likely to be compromised
* a child’s family consistently refuses to comply with service policies and procedures including:
* Fees Policy which requires all fees be paid on time and children are collected before the centre closes
* Code of Conduct in the Educator and Management Policy which requires families/carers to always interact with staff in a respectful, non-threatening way
* Additional Needs Policy and Behaviour Policy which require families work with educators to ensure their child receives the best possible support and do not adversely affect the learning environment for other children.

The Nominated Supervisor will advise the family in writing that their child’s enrolment will be terminated, the reason why, how much money is owed or owing, and the effective date of termination (at least 2 weeks in advance from date of letter unless there is safety issue).

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