Partnerships with families  
4 to 8 December 2023

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 at our service, and how they effectively support educators to implement a high quality educational program. Interested in knowing more? Please speak with our Educational Leader - their name is displayed in our entrance area
* reviewing our Termination of Enrolment Policy. 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 is, or is likely to be, compromised
* a child’s family consistently refuses to comply with service policies and procedures including:
* Fees Policy requiring all fees be paid on time and children collected before centre closes
* Code of Conduct in the Educator and Management Policy which requires families always interact with staff in a respectful, non-threatening way
* Additional Needs Policy and Behaviour Policy requiring families work with educators to provide the best possible support for their child, and ensure the child’s actions or needs do not adversely affect the learning environment for other children.

The Nominated Supervisor will advise a family in writing if their child’s enrolment will be terminated, the reason why, any money owed or owing, and the effective date of termination (at least 2 weeks in advance unless there is a 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