

PARENT ADMINISTRATION REQUIREMENTS

At the beginning of each year we place in the newsletter administration procedures for new parents to Kalinda. Could parents please note the following procedures:

Sign in/Sign Out Register: If students are late to school or depart early from school for any reason, they must be signed in/out at the office register. Late arrivals need to take a pass to their respective teachers to show they have signed in.

Authority to sign out: If someone other than the parent/guardian will be taking a student from the school, please send in a signed Letter of Authority stating that person's name and relationship to the student. In emergencies, however, please contact the office on 9876 3289.

Visitors Register: If parents are staying in the school for various activities eg. maths, literacy, meetings, canteen, etc. they need to sign the Visitors Registers on entering the school. Visitors must enter the school via the office.

Absences: If students are away for a day or two because of illness, please send an Absence note to the teacher on their return. There is no need to ring the office each time, however, if they are away for a number of days due to illness or holidays, then please let the office know.

Extended Holidays: If you are planning to take an extended holiday (more than one week), could you also send in a note to the teacher before you leave, who will pass it on to the office for processing.

Change of Details: If you have changed your details, eg. phone numbers, address, emergency contacts, etc. please send a signed note in to the office as soon as possible so your details can be updated on the computer. It is very important that all nos. are correct in case of emergencies. A few times through the year we have been unable to contact parents/guardians in an emergency because their phone numbers have been incorrect.

Medication: If your child needs medication of any type please see the office to fill out a Medication Request form. The form and medication will be kept locked in the school safe (unless refrigerated) and given out at the time specified by the parent/guardian. The only exception to this is for students who have Asthma.

Medical Conditions: Students who have Asthma need to provide the school with an Asthma plan, completed and signed by their doctor. Their inhalers need to be kept in their school bags. Students with Anaphylaxis need to provide the school with an Anaphylaxis Plan and relevant medication.

Working With Children Check (WWC): For those parents who are new to the school please be aware that, if you are planning to participate in any event or activity at the school or on excursions, canteen, etc. then a Working With Children Check needs to be completed and processed before the activity. Forms are available at the office or Post Office. Current parents need to have the WWC Checks completed by the end of Term 1 at the latest. Police checks will no longer be valid.

Payments: Any payments made to the school need to be in a payment envelope (provided with excursion forms) or a sealed envelope with the full name of your child, their grade, reason for payment and amount enclosed. Please endeavour to return payments by the due date advertised for each excursion.

Staff Car Park: Please note that the Staff Car Park is for STAFF only. For the safety of your children, please do not park in the driveway or the car park. Parents are permitted to use the car park in special circumstances i.e. injuries, emergencies, etc. **but please contact the office first for Principal approval.**

Before and After School Care (OSH Club) parents please note: You may use the car park before 8.15am and after 4.00pm. To register, make a booking or to cancel a booking for OSH Club, you can do so through their website at www.oshclub.com.au The Program contact number is 0439 992 434 for bookings and cancellations only.