



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: Parents must log on to Compass and enter the corresponding reason and time for the late arrival or early departure. 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, and wear a Visitors Badge. Visitors must enter the school via the office. All must have a current Working With Children's Check which must be presented at the office for copying. Please sign out when you are leaving.

Absences: Parents must log on to Compass and enter the absence, choosing the correct reason. If students are away for a day or two because of illness, please send an Absence note to the teacher on their return. If a child is absent more than 3 days, please provide a medical certificate. If the absence is because of a contactable disease (e.g. chicken pox) please contact the office immediately so that affected families can be informed.

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. Please also enter on Compass.

Change of Details: Please ensure your email and contact details are correct and up to date on Compass. 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 details 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 a current 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. The card must be valid, and presented to the office so we can make a copy for our records.

Payments: Compasspay is available for any of our events and payment and consent is available online. Bpay can also be used for any event or payment over \$30 . Families need to use their individual BPAY number, and contact the school to inform us what the payment is to be used for. 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 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.

If you have any queries regarding this notice, please contact the office on 9876 3289.