



16538 59A street Edmonton, AB T5Y0B2

COMMUNICATION OPEN DOOR POLICY

All the daycare questions/ queries will be addressed promptly. Our Centre has an open day care policy that anybody (staff or parents) can communicate either by way of phone or walk-in or through the Lillio App. Directors are available throughout the daycare is open from 7:00 a.m. to 6:00 p.m.

COMMUNICATIONS AND PARTNERSHIPS POLICY

Kinder Kollege Daycare & OSC is committed to working in partnership with the schools and community. Communication will be respectful and professional to facilitate positive relationships and a mutually supportive service for children, families, and the community.

SCHOOL

- Kinder Kollege Daycare & OSC attempts to build positive relationships with the schools it serves by speaking with school personnel regularly, sharing information about our OSC & daycare programs, and supporting school events.
 - School Administrators will be provided with a list of children that attend the daycare and OSC Programs.
 - Parents will be allowed to consent to information sharing between the center and their child's school staff. The basis for sharing information is that there is a reasonable belief that the information shared will be in the best interests of the children. Information will always be shared professionally.
 - Any sensitive confidential information will not be shared with schools without written parental permission. A written record of the information shared will be kept in the child's file.



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COMMUNITY

- Kinder Kollege Daycare & OSC will work to identify partners in the local and global community. The school-age children will be allowed to identify humanitarian projects to support and offer suggestions for their involvement with those organizations.
- Kinder Kollege Daycare & OSC will strive to build working relationships with community organizations that can support the children's development and learning. These could include, but are not limited to Edmonton Public Library, Alberta Health Services, Parent Link, local recreational facilities, and Inclusive Child Care.
- Current community resources are available to parents. The Director will make a referral or assist families in locating resources if families require additional support or information.
- Kinder Kollege Daycare & OSC care will maintain a file of current community resources that will be made available to parents who require additional support or information

Original effective date : Feb 2024

Date of last review :

Date of last amendment :