



WEST WIMMERA SHIRE COUNCIL

Memo – Kindergarten Families

To: All West Wimmera Shire Council Kindergarten Families
cc: Tracey Bone, Early Years Coordinator
Tammy Smith, Human Resource Manager
From: Ashley Roberts, Director Corporate and Community Services
Date: 2 April 2019
Re: **Kindergarten Mobile Phones and Contact with Educators**

All West Wimmera Shire Council Kindergartens have been allocated a mobile phone to be used for business purposes.

The mobile phones provided by Council are to be utilised as a communication source and information tool for educators to use with children and families, enhancing the kindergarten program and service.

The Educators will use the mobile phones to take photos to develop their learning stories and program planning. The photos will be deleted from the phone once they are no longer required for this purpose.

The mobile phone will also be utilised as a communication tool for families to contact the Kindergarten Educators during operation hours (as outlined below).

In order to maintain Professional Boundaries and in accordance with the Child Safe Standards we ask that families **DO NOT** contact Educators via their personal phone number or via social media.

We ask that Families utilise the Kindergarten Mobile Phone Number to:

- Notify Educators if your child is going to be absent or late.
- Make a time to meet with the Educator (if required).
- Notify the Educators if there is a change to a Child's personal details or situation.
- And for all other Kindergarten related matters.

WWSC requests that parents refrain from using their mobile phones whilst visiting the Kindergartens. We also request that no photos be taken at the kindergarten on personal phones or cameras. If you would like a photo of your child, please speak to the Teacher to can arrange this.

The Kindergarten Mobile Phone Number and Operation Hours details are outlined below:

Name of Centre	Mobile Number	Centre Hours:
Edenhope Kindergarten	0448 769 816	Tuesday and Thursday 8:30am– 4:00pm
Goroke Kindergarten	0448 955 923	Monday and Wednesday 8:30am– 4:00pm
Kaniva Kindergarten	0448 785 317	Monday and Thursday 8:30am– 4:00pm

If you have any questions regarding this memo, please contact Tracey Bone, Early Years Coordinator on 0408 471 324.