



21 February 2019

## Holy Spirit ELC Parent Update

### Week 3 Term 1

Dear Parent and Carers,

**Statements:** Michelle Kingma (office manager) emailed your statement on Monday 17 February for weeks 4-5.

**Direct Debit:** Fees will be direct debited from your account on Friday 21 February. If there is insufficient funds there is a fee of \$14.95 that will be applied. We ask you to bring your account up to date ASAP if there is insufficient funds or there will be a loss of place for your child if this is not completed. As per our fee policy.

**Yellow Envelopes:** You would have received a yellow envelope containing your **Complying Written agreement (CWA)** this is different to the online enrolment confirmation. Please sign this and return to your class teacher or to the office asap. **Without this signed form your child's position is not secure, as this is a requirement set by the Government.**

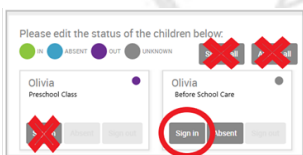
**Fees:** Please do not use the primary school QKR app to pay for fees, fees are deducted from your account on a fortnightly basis, there is no need to make any extra payments.

**Seesaw:** Please make sure you have set up your child's account and also if they attend before and/or after school care, you would have received a code as well. This is where you can see what your child has been doing during the weeks and if teachers have any messages/ reminders to send out.

**Parent/teacher interviews:** You will be sent home a form, please fill in the top box only and return to your teacher before the interview. These are compulsory to attend, as the teachers will be discussing progress, specialists, goal setting etc. It is advised that the child does not attend, so if possible we ask you to make prior arrangements. The interview link will be provided via email.

**Library days:** Monday - Blue, Tuesday - Green, Wednesday - Orange/Yellow, Friday - Red.

**Signing in and out:** Please sign your child into ONE session, do not click SIGN IN ALL, an example of what you may see is below. This ensures that your child is in the right session/class and if we need to evacuate or do a head count your child is accounted for and the correct CCS will apply.



**Recycled materials:** If you have any cereal boxes or other small boxes or yoghurt containers we would love them at the ELC.

**Community council:** Monday 24, 7pm – 8pm. This is a great opportunity to meet other families and to learn more about our P-6 school. The meeting is held in the Primary school staff room. Please park up the top carpark not the ELC.

Regards

Michelle Parkes – Director