



41 View Street
Port Augusta 5700
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GOVERNANCE & MANAGEMENT OF SERVICE, INCLUDING CONFIDENTIALITY.

Willsden Childhood Services Centre is a government funded/operated kindergarten. We are part of the Department for Education and as such adhere to government policy regarding preschool operations and functions.

Parents serving on the Governing Council ensure the preschool continues to operate in a safe and efficient manner. Members are elected annually at the Annual General Meeting. Meetings are held (usually) twice per term, usually during the day.

The Governing Council, in partnership with preschool staff, is responsible for:

- The financial management of the preschool - this involves budgeting, maintenance and upgrade of equipment, fundraising.
- Informing the parent body of all related issues, to enable discussion and endorsement.
- Assisting with the implementation of the program within the preschool.
- Maintaining accurate records. For further detail regarding the roles and responsibilities of the Governing Council please refer to our Governing Council Constitution, which is available from the Director.

ALL PARENTS ARE ELIGIBLE TO BECOME MEMBERS OF THEIR PRESCHOOL GOVERNING COUNCIL AND MAY JOIN AT ANYTIME THROUGHOUT THE YEAR.

CONFIDENTIALITY:

Parent Information – addresses, phone numbers, medical information and other enrolment data – is only given upon verbal or written consent from the party concerned. Preschool staff respects confidentiality of all matters pertaining to the child and family. All enrolment forms and information pertaining to your family/child(ren) is kept securely. Once your child has left the service this information is archived, securely, according to government protocols and regulations.

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Approved by Governing Council:

Chairperson

December 2016