

Kindergarten Collaborative Care Policy



Background

The Beaconsfield Neighbourhood Centre (BNC) and Beaconsfield Kindergarten share the Beaconsfield Community Complex. The organisations identified the need for a collaborative care program to be developed in support of families with children attending both services on the same day. Kindergarten staff can walk children through to the BNC Children's Room following a morning kindergarten session and BNC staff can walk children through to the kindergarten in time for an afternoon session. This enables parents to have supervised care for their children all day without attending in person to transfer between the two services.

Purpose

The aim of this policy is to ensure that BNC provides high quality care and meets the needs of individual children and their families who may require the collaborative care service.

Policy Statements

Each child must be properly enrolled at the Beaconsfield Kindergarten and in the corresponding BNC Occasional Care session, following the regular enrolment procedures for each organisation.

BNC Policies and Procedures apply to all families wishing to participate in the program whilst the child is in the care of BNC. The Children's Room Handbook contains relevant policies.

Parent/Guardian authorisation to move children between BNC and the Beaconsfield Kindergarten and transfer care will be recorded on a Permission Form and apply for the calendar year or until the enrolment ceases, whichever is earlier.

To ensure the safety and wellbeing of children using the collaborative care program, strict procedures will be followed, and a risk assessment undertaken and reviewed regularly.

The ratio of 1 BNC staff member to a maximum of 4 children will be used for walking participants to the kindergarten.

Children are fully supported by BNC staff in the transition between the services. This includes providing a safe, healthy, caring and educational environment that encourages children's participation and learning but also offers the opportunity for quiet play and rest time if required following Beaconsfield Kindergarten sessions. Regular communication with parents or guardians is undertaken to ensure any concerns are addressed immediately.

Associated Documents

Kindergarten Collaborative Care Procedures
Children's Room Handbook

Document History

| Version | Title | Author | Authorised | Date | Changes to Previous |
|---------|--|--------------------|------------|----------|--|
| 1 | Kindergarten Collaborative Care Policy | Centre Coordinator | COM | Nov 2022 | Replaces previous After Kinder Occasional Care Policy to suit new arrangements |