



Kindergarten Collaborative Care Procedures

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. This enables parents to have supervised care for their children all day without attending in person to transfer between the two services.

Each organisation will issue parents with the advice and documentation relevant to their service and the following procedures are specific for BNC:

- At enrolment, or upon notification that a family is accessing the Collaborative Care service, parents will receive a Kindergarten Collaborative Care Annual Permission Form to complete that includes information about both care settings, session times and pick up/drop off times.
- Parents are reminded to add BNC / Kinder staff to their enrolment forms in the relevant pick up/drop off authorisation sections.
- Parents are reminded that the full day's fees are required to secure the spot in Occasional Care for any part of the day.
- Parents are notified that their child is welcome to attend Occasional Care for the whole day if there are no Kinder sessions running next door, either during the holidays if Occasional Care is running, or for any other reason.
- Educators will note in the diary when a drop off is required during an Occasional Care session, and the most appropriate educator at the time/on the day will be nominated to facilitate the transition.

For drop off to Kindergarten:

- Educators will prepare the child verbally about the transition to next door at least 15 minutes in advance, and when appropriate, allow time for them to have their lunch or snack beforehand.
- An educator will assist the child to pack their belongings into their bag and encourage them to use the toilet.
- An educator will take a mobile phone and a portable first aid kit with them during transport to and from the Kindergarten.
- An educator will walk the child through the connecting door to the Kindergarten foyer, or walk them through the BNC foyer around to the outside Kinder door, arriving at their session start time.
- The child is signed into the Kindergarten program and handed over to a Kindergarten educator's care, and the BNC educator will communicate any relevant information to Kinder staff.
- The educator will return immediately to the Children's Room and sign the child out of the Occasional Care program using either the online portal or the manual procedure.

For drop off from Kindergarten:

- An educator is available to welcome children as they are dropped off from Kinder by next door staff and assist in settling them into the program in progress.
- An educator is available to receive communication and relevant information at handover.
- An educator will assist next door staff in the manual signing in process, and transfer children signed in manually onto the online portal.

Kindergarten Collaborative Care Annual Permission Form



Child Name:		D.O.B.:
Parent/Guardian Name:		
Drop-off Service (please tick): (Where I will drop off my child)	<input type="checkbox"/> Beaconsfield Neighbourhood Centre (BNC) <input type="checkbox"/> Beaconsfield Kindergarten	
<i>Educators from BNC will walk child to the Kindergarten in time for their scheduled session, or Educators from the Kindergarten will walk child to the BNC Children's Room following a kindergarten session.</i>		
Pick-Up Service (please tick): (Where I will pick up my child)	<input type="checkbox"/> Beaconsfield Neighbourhood Centre (BNC) <input type="checkbox"/> Beaconsfield Kindergarten	
Day (please tick): (Every week during school terms)	<input type="checkbox"/> Mondays <input type="checkbox"/> Wednesdays <input type="checkbox"/> Thursdays <input type="checkbox"/> Fridays	
Time of Kindergarten Session: From _____ To _____		
Starting Date: ____/____/____ <i>Permission forms are valid until 31st December of the same year of the starting date</i>		

- ☐ I authorise Educators from the Drop-off Service to sign my child into the care of the Pick-up Service as detailed above. I will ensure my child is then collected by the end of the session at the Pick-up Service by me or a person authorised to do so per my enrolment form.
- ☐ I give permission for my child to be taken on the routine excursion of transit between the Beaconsfield Neighbourhood Centre and the Beaconsfield Kindergarten, both located within the Beaconsfield Community Complex at 8-18 O'Neil Road, Beaconsfield.
- ☐ I give my permission for the educators from both services to exchange information about my child including behaviour, medical updates, observations and other information relevant to providing the highest quality of individual care for my child.
- ☐ I acknowledge the policies and procedures that apply whilst my child is signed into each service and that these have been made available to me upon enrolment.

Signed: _____ Date: _____

Print Name: _____