



ACT
Government
Education

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Procedure: Transfer of children from Charnwood-Dunlop Preschool to Charnwood After School Care

Purpose

To ensure open communication between the relevant staff members of Charnwood-Dunlop Preschool and Charnwood After School Care (ASC), provided by Belconnen Community Services.

The procedure should provide a consistent approach to the transfer of a child between the services.

When is this procedure to be used?

When transferring a child from preschool to ASC.

How does the process work?

Stage 1: Travelling from Preschool to After School Care

A list of children attending ASC each day is displayed on the teacher information board in each classroom.

Preschool educators ensure children have collected all belongings. An educator from the ASC program will come to the preschool and take children directly to the hall, where ASC occurs.

Stage 2: Handover to After School Care Staff

The educator delivering the children must hand over children to the ASC educator in charge. This is an opportunity to share any important information with ASC staff that is relevant to their work or needs to be informally communicated to families.

Any information regarding a child's medical condition, incidents or injury must be communicated directly to the parent by preschool staff. It is not appropriate to ask ASC staff to communicate this information.

Stage 3: After School Care

ASC staff walk children to the hall and sign in children attending their program.

Stage 4: Collection by Parents

The child is collected by their parent or carer, the parent signs the child out and any issues are discussed with the parent/carer.