**Charnwood-Dunlop School**

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

**Purpose**

To ensure open communication between the relevant staff members of Charnwood-Dunlop Preschool and Charnwood Before and After School Care (BASC), 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 Before and After School Care.

**How does the process work?**

*Travelling between Preschool and Before or After School Care*

Educators from BASC ensure that children are walked to preschool in the mornings or picked up from preschool in the afternoons.

*Handover*

The educator delivering the children must hand over children to the preschool staff in the mornings and pick up preschool children from their classroom in the afternoons. This is an opportunity to share any important information with all staff that is relevant to their work.

*Before and After School Care*

ASC staff sign in children attending their program.

*Collection by Parents from ASC*

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