



The Meeting House Inc

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Children with Additional Needs

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Aim: To support the inclusion of children with additional needs into the Meeting House Preschool.

Relevant Legislation: Child Care Service Handbook 2011-12, Department of Families, Community Services and Indigenous Affairs; Education and Care Services National Regulations.

Resources: to be read in conjunction with Policy Inclusive Practices.

Note: In this policy "staff" refers to staff employed by The Meeting House Inc.

Practices: When a family makes enquiries about enrolling a child with identified additional needs, the preschool will aim to follow the Federal Government Priority of Access Guidelines as outlined in the preschool's Enrolment and Orientation Policy but also take into account whether the preschool is able to provide sufficient support to meet the child's needs.

Whilst The Meeting House will endeavour to accommodate the needs of children and their families within the community there may be times where the preschool is not able to meet the needs of a particular child. For example, if there are already several children with Additional Needs enrolled at the preschool. Should this occur the Meeting House will endeavour to assist the family to locate an alternative preschool.

Prior to commencement, the Director/educator will meet with parent/s and the child to discuss the child's particular needs and how the preschool will accommodate these. Where appropriate, an Inclusion Support Plan will be developed, clearly outlining the strategies the service will follow.

Once the child has commenced at the preschool, the Inclusion Support Agency will be contacted to review the Inclusion Support Plan and develop further strategies to support the child, family and staff in the provision of appropriate care for the child. Funding assistance will be requested from the Inclusion Support Agency where additional staff support is required to meet the needs of the child within the context of the preschool service. The Meeting House Inc. has no role in the approval process for funding assistance.

Where a child with a current enrolment has not been formally identified with additional needs, and staff are concerned with the child's progress, staff will ensure that records are maintained outlining their concerns. The Director/educator will approach the parent/s to discuss staff concerns about the child's development/specific area of need and to determine if any follow up is required. This follow up may include the child being formally assessed by a Support Agency i.e. Chatswood Child and Family Health Centre.

In all instances, parents will be asked to give permission for the preschool staff to contact other support services that may already be involved, or that would be of benefit to become involved, in order to provide optimum care and education for the child. The type and number of support services involved will depend on the particular needs of the child. Regular reviews will be held of the Inclusion Support Plan to ensure it continues to meet the needs of the child.