

# FUN School – Policy and Procedures

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## Child's Name:

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### Policy: Withdrawal of Service

#### Intent:

All children registered will commence on a trial basis of six weeks. This period may be extended if deemed necessary by the Classroom Registered Early Childhood Educator (RECE) and Supervisor.

#### Policy:

The Supervisor ensures that after admission, staff will assess the child for identification of developmental delays and/or social needs.

Childcare may be withdrawn on the recommendation of the Classroom RECE and the approval of the Supervisor, for any of the following reasons:

- i) the child requires a one-to-one staff/child ratio most of the time and there is no additional staffing available
- ii) has physical limitations/requirements which cannot be addressed in the child care setting
- iii) exhibits extreme behaviours which pose a physical or emotional danger to the child, other children or staff
- iv) has exhibited any unacceptable behaviour

The recommendation to withdraw service must be supported by documentation, which may include:

- i) written observation from the Classroom RECE, Resource Teacher and Supervisor
- ii) Records of meeting(s) with the parent(s)/guardian(s) in which the child's needs were discussed
- iii) Reports from other agencies who are, or have been, involved in the child's program, provided parents have given approval to release such reports

The Supervisor may request the Assistant Supervisor an RECE, or Resource Teacher to assist with observation and program suggestions before making a final recommendation.

When it is established that the service will be withdrawn, the Supervisor will verbally inform the parent, allowing the parent reasonable time to arrange alternate care, followed by written confirmation of withdrawal of service.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***(This is in effect for the duration of your child's enrollment at FUN School)***

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**Child's Name:**

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Please read and sign the three Consent items below.

## **1.Photo Consent**

From time to time occasions may occur (concerts, birthdays, year book, educational purposes, etc.) where photographs or videos are taken. No such photos will be posted on the FUN School website. Materials provided to the students may, from time to time, contain photographs of other children.

By signing below, you agree not to reproduce or distribute any materials containing such photographs in any manner (including, without limitation, on websites, facebook or through other social media).

I give permission for my son/daughter to be photographed during school and agree to the above.

\_\_\_\_\_  
Parent/Guardian Signature  
Date

\_\_\_\_\_  
Date

## **2. Neighbourhood Walks**

I am aware that walks are planned occasionally as an integral part of the school program.

I give consent for my son/daughter to leave the premises of the centre to participate in these neighbourhood walks.

*Please note: The toddler and preschool classes use a harness if necessary.*

\_\_\_\_\_  
Parent/Guardian Signature  
Date

\_\_\_\_\_  
Date

## **3.Waiver/Release**

I release the FUN School and all staff/volunteers from liability for accidents, illness and/or property loss while my child is participating in FUN School programs or associated activities.

\_\_\_\_\_  
Parent/Guardian Signature  
Date

\_\_\_\_\_  
Date

***(This is in effect for the duration of your child's enrolment at FUN School)***