



SECTION 1 CHILDREN'S PROGRAM POLICIES

1.2 Child Progress Records Policy

Aim:

- To provide programs that are based on the strengths, needs and interests of individual children as well as the group.
- To ensure that staff collect and record information about each child's progress that is correct, relevant and remains confidential.
- To evaluate the growth and development of children taking place in the centre.

Process:

1. Staff will incorporate observation time for each individual child into their programs.
2. Information about children's progress will be collected and recorded by means of developmental checklists, work samples, observations, learning stories and pictorially. These documents will assist in the development of individual profile folders.
3. Profile folders will be available to view half yearly, to keep parents up to date with their child's progress. Parents are invited and encouraged to write comments in their child's profile folders.
4. Each child's individual progress record will be accessible to staff and the individual child's parent or caregiver when required.
5. Legal requests for an individual child's progress report (i.e. Court cases) will only be approved by the Director.
6. Children's progress records will be kept for three years after the child has left The Gums Childcare Centre. After this time records, will be securely disposed of (shredded/burned).
8. ELC teachers will conduct parent / teacher interviews in Term 1, for Term 3 school starters and Term 3, for Term 1 school starters.

Relates to Quality Area 1: Educational Program and Practice, standards 1.1, 1.2, National Regulations 73-76. 168, 183

Relates to Quality Area 5: Relationships with Children, standards 5.1, 5.2, National Regulations 73-74.