Individual Needs Procedures

The Peter Toms Early Learning Centre believes that all children have the right to develop to their full potential. Children and their families who attend the centre are encouraged to accept differences, appreciate each other and adopt a positive attitude to people with different abilities. Staff are to ensure that resources: i.e. books/poster/puzzles on display reflect people with different abilities.

Before admission:
The Director will meet with each boy and parents to discuss individual needs. If required, the Individual Programs Coordinator will further assess applications for admission in accordance with the Commonwealth Government’s and the Centre’s Priority of Access Guidelines. There should be joint consultation between the Director, Individual Programs Coordinator, staff, support agencies (if applicable) and parents in regard to the child’s needs and the services and resources available to support those needs.

After admission / actions to take:
• Ensure that the environment and experiences provided are modified in accordance to the child’s abilities.
• Ensure resources and materials (books, posters, photos) show adults and children with different abilities.
• Adults need to challenge ideas, comments and behaviours that discriminate against others.
• Ensure all children have the opportunity and the encouragement to develop a positive self esteem.
• The relevant staff members’ training and resource needs in relation to children with additional needs will be assessed and updated on a regular basis.
• Feedback and parent involvement will be sought in all aspects of the centre’s function: i.e. activities offered, quality of program planning and equipment.
• The program will reflect the individual needs of the child and promote integration and acceptance within the group.
• Outside agencies, assistance and advice will be sought when required, in order to support the individual needs of each child.

Referral process
If throughout the year areas of additional support are identified, the teacher will consult with the Director. If it is felt that a child may need additional support, assessment, therapy or programming a meeting with the child’s parents/caregivers will be arranged. The meeting is to discuss both school and home development, and if agreed from all parties that there additional support is required then a school referral to the school counsellor will be placed. This is completed by both the teacher and parents. The school counsellor will take observations and meet with the child’s parents and teachers to discuss developmental observations. If required, referrals for further support will be made.
Additional Support – assessments or therapy
If a child requires additional therapy or assessments the parents/caregivers are required to approve this. The school counsellor can assess some areas of development, however if a child needs additional support or assessment that cannot be completed by school personnel, then outside agencies will be recommended. The Director, Individual needs coordinator or School counsellor will provide this information at parents request. Further assessment or therapy is a private agreement between the parents and specialists. If parents wish for therapy to be performed in the ELC please discuss this with the Director.

Funding Applications
If a child is eligible for funding in the ELC4 program the Director, teacher and parents will meet in July/August prior to ELC4 commencement to discuss application processes. For further information on this please contact the Director.

Support Group Meetings
It is vital that if a child is receiving additional support from outside therapists that parents, staff and specialists meet regularly to discuss goals and strategies. This is to ensure that everyone is working towards the same goals and using consistent techniques.