

	<b>ALPINE CHILDREN'S SERVICES INC</b>	Approved: Sep '04 Reviewed: Mar '09 Review Date: Mar '11
<b>POLICY NAME</b>		<b>CHILD PROGRESS RECORDS</b>
<b>REGULATORY:</b>	<b>Alpine Children's Services Committee of Management</b>	
<b>SOURCES &amp; PROCEDURAL REFERENCES:</b>	<ul style="list-style-type: none"> <li>• Privacy Act (Victoria) 2002</li> <li>• Children's Services Regulations (Vic) 2009</li> </ul>	
<b>POLICY</b>		
<p><b>POLICY STATEMENT:</b>          The progress of each child will be documented, to provide information that will enhance the development of, and meet the needs of each child.</p> <p><b>OBJECTIVES/PRINCIPLES:</b></p> <ol style="list-style-type: none"> <li>1. Background information shall be collected on the enrolment form, and through discussions with the child's parent(s) or guardian(s).</li> <li>2. All information collected shall remain confidential, being available to appropriate staff members, the Department of Education and Early Childhood Development, and to the child/ren's parent(s) or guardian(s).</li> <li>3. Staff shall observe, interact with, and document the child/ren's progress, to plan and establish activities for each child/ren for each week or fortnight.</li> <li>4. The documentation of a child's progress shall be undertaken on a regular basis.</li> <li>5. The inclusion of all children, and their needs, in the planning of activities, will promote the enhancement of each child's development.</li> <li>6. Families will be reminded twice per year that they may view their child's file and chat to a staff member about their child's development.</li> <li>7. Parent/teacher interviews will be offered at least once per year.</li> </ol>		