

Memorandum of Agreed Guidelines

This MOAG dated 14 day of May 2021, confirms the partnership and working agreement between Schoolmates and Clifton Hills Primary School.

Aims and Objectives:

- Provide consistent practices of collection from and delivery to Clifton Hills Primary students attending before and after school child care services;
- To embed a collaborative partnership between all parties;
- Assess challenges and provide solutions to ensure students are safe and accounted for at all times;
- Assess the risk for all parties;
- Review practices and processes to minimise the identified risks; and
- Provide a united front to parents and caregivers so they are reassured of the safety of their children

Identified Key Issues

- Child not in assembly area for collection;
- Child unwell;
- Child behaving poorly;
- Parent custody issues;
- More than one child care provider booked for same child;
- Other schools' children on school site;
- Medication; and
- Number of staff for drop off and pick up.

Purpose and Scope:

This agreement shall provide a framework of guidelines and responsibilities to support the relationship between child care providers and Clifton Hills Primary School.

To ensure success and consistency across several child care providers, the terms and conditions as well as responsibilities are outlined below.

Terms and Conditions

- The parties agree that permission is granted to enter the premises of Clifton Hills Primary to enable delivery and collection of children.
- The parties agree that they and their staff will comply with the policies and procedures outlined in this agreement.
- This agreement will be reviewed annually or if an issues / incident arises that requires a review.

Responsibilities

Clifton Hills Primary

- Clifton Hills Primary staff will assist in the location of a child who is not in the undercover area for pick up;
- Release children on time from classes;
- Pre-primary and Kindy classes release students to Child Care worker, if they have been advised by parents;
- Will seek and provide information from the child care centre when transitioning children into our Kindy program;

- Invite Child Care workers to professional learning as deemed suitable by both parties and meet necessary costs;
- Utilise Education and Care Network Funds to support stronger partnerships;
- COVID-19 Communication strategies maintained;
- To inform Child Care centres of any potential risk, e.g. Lockdown relating to a threat to the safety of students or staff;
- Advise Child Care Centres of planned School Development Days annually; and
- Advise Child Care centres of any communicable diseases outbreaks- i.e. chickenpox, hand foot and mouth.

Child Care Centre

- If the child care provider is running late or unavailable on any given day they will advise the administration office of Clifton Hills Primary on 92347800 as soon as it is possible;
- If the child care worker is unable to locate a child, they will inform the front office staff of Clifton Hills Primary School before leaving the school site;
- Supervise all children in their care whilst on the school site and keep them together in a small group;
- Will utilise the bus bays or parking provided excluding the staff carpark;
- To inform Clifton Hills Primary School of any potential risk, e.g. Lockdown relating to a threat to the safety of students or staff;
- Will advise the school if children in their care are rude or uncooperative whilst on the school site;
- Deliver Year 1 – 6 children to the undercover area between 8:00am and 8:20am to be supervised by staff of the school;
- Advise Clifton Hills Primary of any communicable diseases outbreaks- i.e. chickenpox, hand foot and mouth.
- Deliver and collect Kindergarten and Pre-primary children from their classrooms; and
- Child Care centres to consider staggered pickup with their staff supervising Clifton Hills children on Clifton Hills site. *(this may avoid bus parking issues if the pickup was staggered by 5 minutes)*

Parents

- Advise Child Care Centres of days of care;
- Advise classroom teacher if these arrangements change;
- Advise both parties if there is a requirement for medication to be administered and complete necessary paperwork *(forms for Clifton Hills Primary and the Centre will be available on all parties' websites)*
- Advise both parties if there are mental health care plans in place for a child
- Advise the child care centre if the child goes home sick
- Advise all parties of any court orders pertaining to the child
- Advise all parties of any change in contact details i.e. phone number, residential address
- Advise all parties of any change in authorisation for children to be collected by a person other than legal guardian.
- Advise school and child care of any communicable diseases outbreaks- i.e. chickenpox, hand foot and mouth.
- Organise School Development Day child care at least one week in advance; and
- Advise you child / children of their care arrangements.

Confidentiality

- The parties acknowledge the confidential nature of the relationships each has with their clientele, and agree that this confidentiality must be preserved at all times by staff of each Party.
- All laws and policies relating to privacy and confidentiality will be complied with.
- The Parties agree that good communication is key to the smooth operation of this agreement and will strive to notify each other of all changes or refinements to their delivery of service and to this agreement as soon as possible and as far in advance as possible.

Conflict Resolution

- Should conflict arise, it should be dealt with immediately. In all cases, the conflict will be identified between the individuals and if not readily resolved, the conflict will be discussed between all parties for resolution.