**SPECIAL NEEDS POLICY**

**Rationale:** The needs of the individual child are of paramount importance. Programmes will be flexible enough to offer a positive learning environment for all.

**Purpose:** To ensure all children experience and environment that is responsive to their learning needs.

**PROCEDURES**

* Where possible, the Centre will seek to provide for all children who wish to enrol at the service.
* All teachers will work with children with special needs, encouraging them to take part in all aspects of the curriculum.
* The learning environment will be planned in such a way that the meets the needs of all children attending.
* The Centre acknowledges that parents are the primary decision makers for the care and education of their children and teachers will endeavour to meet the aspirations parents have for their children.
* Meetings with parents/caregivers, support services e.g. Ministry of Education Special Education Service (MoESES), and Centre staff will take place at an appropriate time. This will be to formulate and/or discuss individual plans.
* Information, records and files about a child’s special learning and care needs will be kept on file and will remain confidential to staff, family members of individual and other professionals involved in the Individual Plan (IP) process.
* Information on specialist services will be available at the centre for the use of all parents. This will be updated regularly.
* The Centre will seek help from specialist agencies when required, to ensure they can work effectively with children and families. This will be recorded in the Agencies Contact File stored on the Operations Manual.

***Licensing Criteria C7, 11, 13***