



Orientation for Children Policy

NQF

QA6	6.1.1	There is an effective enrolment and orientation process for families.
	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities

National Regulations

Regs	177	Prescribed enrolment and other documents to be kept by approved provider
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Aim

To provide children and families with an orientation procedure that allows the child and family to transition to their child being in care, transition to a new room within the service or transitioning to school.

Related Policies

Enrolment Policy

Family Law and Access Policy

Parental Interaction and Involvement in the Service Policy

Physical Environment (Workplace Safety, Learning and Administration) Policy

Relationships with Children Policy

Staffing Arrangements Policy

Unenrolled Children Policy

Who is affected by this policy?

Children

Families

Educators

Procedure for New Family Orientation

Orientation

We believe orientation is an important process where educators are able to get important information about the new child's needs and those of the family. This process helps to make the transition from home to care as smooth as possible with the aim to maintain continuity between home and the service, which helps the child adjust to the new setting.

When a family has indicated their interest in enrolling their child in our service, the following will occur:

- The family will be invited to have a tour of our service. During this tour, the responsible person in charge conducting the tour will give the family an enrolment pack and will introduce them to key members of staff (Directors, educators, assisting staff). Information about the service will also be provided, including, but not limited to; information about Little Souls, hours the centre is open, fees and late fees, deposit, what each child must bring to the centre (morning tea, lunch, afternoon tea, drinks, nappies, spare clothes, sheets, ensure all personal items are labelled with the child's name, we aim to be a nut free centre, no gladwrap please. If sheets are not brought in there is a \$2 laundry fee charged to the parents account for everyday the child does not have their own sheets.). Information will also be provided relating to our policies, including but not limited to our sunscreen policy, no toys from home policy and our social networking usage policy.
- Information will be provided regarding the day-to-day activities of both the Kindy and Pre-School rooms, programming methods, sleeping arrangements, incursions, inclusion, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedures, correspondence, the National Quality Framework, room routines, educator qualifications including first aid qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
- The family will be invited to an orientation morning from 9:00-10:00am (parents must stay) for the purposes of meeting the staff, and familiarising themselves with the environment. The children may participate in the activities if they so desire. A number of young children prefer to just watch, rather than do. Positive interactions at this time (between parents, educators and the child) are important for the children to build positive attitudes to the service environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation. At this time, the new child's routines any special requirements that may need to be accommodated will be discussed. Parent/s will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period.

- Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. If necessary families are informed of the Priority of Access Guidelines, and have their position assessed as to how they place within this system, waiting list periods will be discussed if needed. Any matters that are sensitive in nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin completing enrolment forms at this time. We also request that parents discuss their child's needs with us so that we may accommodate them from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in these languages so that educators are equipped to communicate effectively with the child.
- Families are given a copy of the Parent Handbook (see appendix 1) and enrolment pack (see appendix 2) if they choose, and are invited to ask questions. Documents are to be returned to the service the same day.
- An enrolment fee of \$100 will be required to secure your child's placement. This will be fully refundable provided 10 days written notice is given and fees are up to date on the last day of care.
- Families are offered an optional 2nd orientation.
- Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.
- Upon returning documents and deposit, the following details need to be finalised:
 - Start date and days attending.
 - Family's details entered onto the Qikkids database.
 - A photo taken of the child.
 - A photo taken or provided of the primary parent/ Guardian who will be authorised for collection.
 - A locker allocated for the child and a communication file for the family.

Upon Enrolment "Day 1"

Please read our Enrolment Policy in conjunction with the following information. Educators will discuss how best to tailor the child's settling in period – with some parents choosing to gradually build up to a full day so the child is reassured that the parents will return to collect them. Educators will encourage parents to say goodbye when dropping off – and reassured that if the child remains distressed over a period of time, that educators will contact them. Parents and Educators will discuss an individualised settlement period.

The family will be welcomed on arrival and assisted with primary settling. A locker and parent communication pocket will be prepared and relevant locations for lunches, toileting etc. shown to the family.

Parents will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the Nominated Supervisor at a convenient time. A phone call regarding the child's settling in will be suggested for reassurance.

Transition to school

When the child becomes of the age to attend school, the service will work with the parents and the school to prepare the child for school entry if required.

Transition statements are done for each child at the end of their last year at Little Souls. These statements can be given to schools to help children transition into their classes more effectively. These transition statements are given to parents to then pass on to the schools. We can supply directly to the schools upon request.

When a child first attends school, there is a great change for that child and for their family. We believe that the child's parents are the most important link in this transition.

- The better the transition between home and school, the better the education: that's the message of recent research.
- The Service will always talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.

Sources

Education and Care Services National Regulations

National Quality Standard

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Reviewed: July 2015

Date for next review: July 2016