



1.07 ORIENTATION – CHILDREN & FAMILIES

Purpose Statement

Orientation is an exciting and emotional time for children and families and often represents a family's first experience with child care. When managed sensitively and supportively, enrolment experiences can build the foundations for an ongoing partnership between the family and the service. Such partnerships enable services and families to work toward common goals of promoting the best possible learning environment for children.

Orientation programs are tailored to meet the individual needs of children and their families.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Policy Statement

TO PROVIDE CHILDREN AND FAMILIES WITH AN ORIENTATION PROCESS TAILORED TO MEET INDIVIDUAL NEEDS.

Procedures

General

Children and families will be supported through an individual orientation process upon enrolling with the service. This process will include:

1. Completion of all relevant documentation (i.e. enrolment form, immunisation records).
2. Discussion regarding the individual needs of children (including any transition needs where a child is moving to another educator).
3. Discussion regarding a child's age and abilities.
4. Discussion regarding a family's hopes or expectations regarding their child and the service.
5. Provision of information about the service's commitment to Quality Assurance and its plans and activities for continuing improvement.
6. Direct communication with the Co-ordination Unit to establish orientation dates.
7. Facilitating opportunities for families to settle children into the service gradually (i.e. increasing the period of attendance over a number of orientation days or weeks).
8. The Co-Ordination Unit will initiate follow up contact during the orientation phase to discuss any unanswered questions, or address any areas of concern.
9. Windermere will focus on open and transparent communication at all times.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:



Windermere®

Family Day Care Procedure

1.07 ORIENTATION – CHILDREN & FAMILIES

- Education and Care Services National Law 2011
- Education and Care Services National Regulations 2011

Related Policies & Links

- *Enrolment* procedure
- Philosophy