

ST JOSEPH'S PRESCHOOL



ST JOSEPH'S CATHOLIC SCHOOL
WEST HINDMARSH

POLICY DOCUMENT

ORIENTATION



ORIENTATION

NQF

QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.
	6.2.1	Transitions - 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 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

Implementation

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 preschool/school as smooth as possible with the aim to maintain continuity between home and preschool/school which helps the child adjust to the new setting.

The Nominated Supervisor will arrange for the new child to attend St Joseph's Preschool to visit and meet the staff, and familiarise 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 preschool program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Parent/s will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period. Parents will also be invited to ring and check on their child at any time if there are any concerns.

Part of this orientation includes an enrolment interview where the required documentation for the child (enrolment form, birth certificate, immunisation record and medicare number etc is collected). Staff will also explain modes of operation including communication (newsletters, pockets, communication box etc), what the child will need, the importance of labelling personal items and also show the parent library where they can access the service's policies and other resources.

Educators will also 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 are able to stay as long as needed to reassure their child, but sometimes it is easier for the educator to settle the child if the parents come earlier on collection to spend time with their child – rather than do this at drop off time.

Parents will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the Preschool Co-ordinator at a convenient time.

An interpreter will be arranged for families requiring information in another language.

Transition to school

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 educational experience for the child.
- Children will be invited to attend an *Orientation to School Programme*.
- Preschool will always talk about starting school in a positive manner that will reinforce a healthy attitude.
- Parents with children who are of eligible age to commence school will be provided with a summative Statement of Learning.

Sources

Education and Care Services National Regulations

National Quality Standard



Chairperson
Richard Ellerman

Dated: 3RD JUNE 2020



Principal
Maria D'Aloia

Dated: 3RD JUNE 2020