



ORIENTATION AND SUPPORT OF NEW FAMILIES POLICY

Rationale:

The practices of educators and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families, educators and the wider community work together to support children wellbeing and learning. (NQS 6.1.1 pg 150)

The Queen Elizabeth Hospital Community Child Care Centre (TQEHCCCC) is committed to making the orientation and transition process for both children and families a positive and supportive experience.

With this in mind we encourage all new families to have weekly visits over the December & January period. These visits are prearranged with educators in the relevant room. (Regulation 168 pg 177)

When children are due to start, the Centre encourages flexibility with the possibility of a couple of shorter days, eg: less than six hours (a half day session) depending on the age and stage of the child and their transition progress. This enables children to gradually adjust to the routine, environment and their educators.

VISIT STRUCTURE:

First Visit:

Families will meet with the Director, collect an enrolment package, tour the Centre if they haven't previously and be introduced to the room educators. A suitable time and date will then be arranged with the room and families for their subsequent visit.

Educators will show families through and settle them into their child's room. The room educators will provide families with their room information package, and families are welcome to stay with their children in the room for half an hour.

Second Visit:

*** ENROLMENT FORMS TO BE RETURNED TO OFFICE**

It is imperative that all enrolment forms are returned to the office complete for processing before your child begins Child Care.

Similar to the first, families will come and spend time in the relevant room with their child and educators.



Third Visit:

Visits will be arranged to incorporate a routine time, eg: morning/afternoon tea or lunch. If they are feeling comfortable to do so, families may leave their child with educators and spend some time outside of the room, eg: in the staff room.

Fourth Visit:

*** ROOM INFORMATION SHEETS TO BE RETURNED TO ROOM EDUCATORS**

Visit times will vary depending on day, educators and room numbers. Educators will assist families in setting up separation rituals and, if appropriate, families may leave the room for the duration of the visit.

See also: Transition Policy