

# The Kinder Garden



## Child Orientation Policy

### Aim

At The Kinder Garden we believe orientation is an important process where educators are able to gain important information about the new child's needs and those of the family. This process helps to make the transition from home to the Education and Care Service as smooth as possible with the aim to maintain continuity between home and the Service, which helps the child adjust to the new setting.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011  
National Quality Standards 2011

### Who is affected by this policy?

Child  
Staff  
Family  
Management

### Implementation

Our Service provides an orientation process for new children and families to familiarise themselves with the daily routine and activities, of the Service, and for the parents to reassure themselves that most of the children do settle in quickly to their new environment.

The Director will arrange for the new child to attend the Service (together with parent/s or guardian/s) to visit and meet the educators/staff, and familiarise 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 participate. Positive interactions at this time (between parents, educators/staff and the child) are important for the child to build positive attitudes to the Service environment. Educators/staff are aware that some children respond to new experiences faster than others and will adapt to each individual child's situation.

At this time, the daily program and routine will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Parents/Guardians will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period. Parents/Guardians will also be invited to ring and check on their child at any time if there are any concerns.

Educators/staff will also explain fee payment and communication, (newsletters, pockets, communication box, emails etc), what the child will need, the importance of labeling personal items and also shown the parent library where they can access the centre policies and other resources.

Staff 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/staff will encourage parents to say goodbye when dropping off – and be reassured that if the child remains distressed over a period of time, that educators/staff will contact them. Parents are able to stay as long as needed to reassure their child, but sometimes it's easier for the educators/staff to settle the child on arrival, and for the parents to 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 educators/staff/director at a convenient time.

Information on the Service's child orientation policy will be available in different languages when required.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011  
National Quality Standards 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review:** February 2018