

# The Kinder Garden



## Routine & Transition Policy

### Aim

Routines and transitions are valuable learning experiences. The Kinder Garden aims to provide a smooth and free flowing day that caters for the children's needs.

### Legislative Requirements

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

### Who is affected by this policy?

Educators  
Children  
Staff

### Implementation

Routines and Transitions are important as they enable educators/staff to facilitate:

- Meeting each child's individual needs, thus routines for individual children will be flexible and change with the child's development. Educators/staff will communicate with Parents to get information about the child's needs and to help maintain continuity between home and care.
- One-to-one interactions which are valuable for educators/staff as they build relationships with individual Children and their understanding of them.
- A smooth and free flowing day.
- The program, including routines, is organised in ways that maximise opportunities for each child's learning.

When planning for guiding transitions, educators/staff will:

- Talk to the children to prepare them for each new transition or routine, to give advance warning of what is going to happen next.
- Communicate with families to gather relevant and current information about the child's needs.
- Be flexible, incorporating request and suggestions from the children, families and other educators/staff.
- Make use of information about the children that is familiar to them, including favorite songs, rhymes, and games.
- Make use of these times as valuable and meaningful learning opportunities.

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

### Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 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:** January 2018

**Date for next review:** January 2019