

# Orientation of Families Policy

## Scope

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor and visitors of the Service.

## Statement

Enrolment and orientation to any Early Education and Care Service is an exciting and sometimes, an emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Preschool and importantly, trust with the child. Such partnerships enable the Preschool and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Preschool.

## Legislative Requirements

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record

177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

## Related Policies

Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Safe Environment Policy Code of Conduct Policy Delivery of Children to, and Collection from EEC Service Premises Policy Enrolment Policy Incident, Injury, Trauma and Illness Policy	Medical Conditions Policy Nutrition and Food Safety Policy Rest, Relaxation and Sleep Policy Payment of Fees Policy Privacy Policy Safe Arrival of Children Policy UV Sun Safe Policy Work, Health and Safety Policy
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## Purpose

We aim to ensure children and families are provided with an orientation procedure that allows the family to transition into the Service positively and well-informed, meeting the children and families' individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

## Strategies

All strategies detailed below are to be endeavoured to be implemented to the extent reasonably practicable.

## Implementation

Orientation is an important process for children, families and educators to gain vital information about the individual child's needs, interests and strengths. To enable children to feel safe and secure, and to set the foundations for a trusting partnership, we feel that it is necessary for the family to attend an orientation visit. This visit, or visits, assist the child to adjust to a new setting and helps to make the transition from home to the Service a smooth and positive experience.

During orientation, educators will discuss the following in order to gain a better understanding in supporting the family:

- the cultural and/or linguistic background for families from non-English speaking backgrounds (external support may be required)
- the family's needs in relation to work or other commitments
- the family's previous knowledge or experience of other children's services

- any additional needs of the child and/or their family
- any court orders, parenting orders that are applicable to the child
- service philosophy and curriculum
- the child's interests
- family goals and expectations
- any allergies or dietary needs for the child
- emergency or health care plans for the child if relevant
- the Preschool community organisation and room routines.

### **The Approved Provider/Nominated Supervisor/Management will ensure:**

- educators, staff, students and volunteers have knowledge of and adhere to this policy
- families are aware of this *Orientation of Families Policy*
- the orientation process is well organised, flexible, and informative
- the child and family visit the Service and familiarise themselves with the environment. The child may participate in the activities and experiences if they feel comfortable.
- the family and child/children are introduced to the educators in the room
- to create a welcoming environment and interact positively with the child and family
- the child and family are respected at all times, acknowledging the individuality of each parenting style
- families are encouraged to ring, email, or visit the Service as often as they like when their child has commenced care
- the child is allocated a focus educator
- families are reassured that if the child is distressed over a long period of time the educators will contact them
- support agencies are contacted for children with additional needs
- families know how to provide feedback
- families are informed that critical information from their child's enrolment form is communicated with educators- (emergency contacts, authorised nominees, court orders, immunisation status, medical and health conditions where relevant)

### **Educators will:**

- greet children and families upon arrival
- create a welcoming and inviting environment
- discuss with families the best transition process for their child
- encourage families to stay for a short while in order to reassure their child
- encourage families to always say good-bye to the child when dropping off

- phone families if the child remains distressed
- seek information about the child and family throughout the orientation process

### **During the Orientation of the Service, Families will be:**

- provided with all Service enrolment forms to be completed and returned prior to commencement (assistance to complete this form is available if required)
- asked to provide their child's immunisation history statement prior to commencing - Australian Childhood Immunisation Register
- provided with Parent Handbook containing an outline of the Service policies, which will include payment of fees, sun safety, incident, injury, trauma and illness and medical authorisation
- provided with information on the National Quality Framework, National Quality Standards, the Early Years Learning Framework and ECA Code of Ethics brochure
- provided with information about Child Care Subsidy (CCS) and [myGov website](#)
- shown the signing in/out process
- advised of appropriate clothing for the child to wear to the Service, including appropriate shoes
- advised of what the child will be required to bring each day (water bottle, hat, change of clothes)
- informed about policies regarding children bringing in toys from home
- informed about wearing sun safe Preschool hat and application of sunscreen
- introduced to the child's educators
- taken on a tour around the Service
- shown where children's belongings will be kept each day
- provided with Lunchbox and Snack ideas and Munch and Move Fact Sheets
- required to discuss medical management plans and allergies (if applicable)
- advised about joining Storypark to access the daily story, documentation of children's development and information
- introduced to the room routine and Service program.
- informed about communication methods including meetings, interviews, newsletters, emails etc.
- invited to set family goals for their child

### **Room Transition**

When children transition to a new class, our Service ensures we provide information to parents and families and opportunities for the child to become orientated to their new educators, environments and peers towards the end of the year.

We encourage parents and families to ask questions to support their child's transition and overcome any potential anxiety.

- Room transitions will occur at the commencement of each year or when there is a vacant position
- Management and educators aim to ensure the transition between rooms is positive and smooth, communicating with families about how the transition is progressing.

## Evaluation and Follow Up

Once the child has attended the Service for a few days, educators will ensure they:

- speak directly with the family to ask how their child and the family has settled into the routine of Service
- welcome any questions or concerns the family may have
- provide information to the family of how their child has settled in these early days (interests, friends, songs they like to sing, craft activities etc.)
- request families to offer suggestions of how the Service could improve the orientation process

## Continuous Improvement/Reflection

Our *Orientation of Families Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## Source

Australia Children’s Education & Care Quality Authority. (2014).

Australia Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).

Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)

Revised National Quality Standard (2018).

The Australian parenting website Raising children

<https://raisingchildren.net.au/preschoolers/play-learning/preschool/starting-preschool>

[Western Australian Education and Care Services National Regulations](#)

## Review

POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2024
VERSION NUMBER	V9.11.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• updated sources as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2023	<ul style="list-style-type: none"> <li>• Annual policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> </ul>	NOVEMBER 2023	

	<ul style="list-style-type: none"> <li>Removed Orientation Survey from Appendix</li> </ul>	
NOVEMBER 2021	<ul style="list-style-type: none"> <li>Policy reviewed- no major changes</li> <li>Title change from <i>Enrolment and Orientation Policy</i></li> <li>sources checked for currency</li> </ul>	NOVEMBER 2022
NOVEMBER 2020	<ul style="list-style-type: none"> <li>small edits within policy</li> <li>additional information related to transitioning to a new room added</li> </ul> Orientation Survey added to policy as Appendix	NOVEMBER 2021
AUGUST 2017	Minor changes made to the policy	NOVEMBER 2018
NOVEMBER 2016	New Format created and policy created	NOVEMBER 2017
OCTOBER 2017	Updated references to comply with the revised National Quality Standard	NOVEMBER 2018