



# **ORIENTATION POLICY**

## **Mandatory – Quality Area 6**

### **VISION STATEMENT**

The Macedon Ranges is a place where childhood is valued and where every child can thrive, reach their potential and actively participate in the community, now and into the future.

### **SCOPE**

This policy applies to educators and parents/guardians who have enrolled their child at a Macedon Ranges Shire Council Kindergarten.

### **PROCEDURES**

#### **Macedon Ranges Shire Council Early Years Unit is responsible for:**

- Ensuring that enrolment forms are completed prior to the child's commencement at the service.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- Developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and consider any barriers to access that may exist.
- Providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.
- Ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria.
- Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met on an annual basis.

#### **Macedon Ranges Shire Council Educators are responsible for:**

- Developing strategies to assist new and prospective families to:
  - feel welcomed into the service;
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child's strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child's learning
- Discussing the individual child's needs with parents/guardians and develop strategies to assist the family and their child's individual needs where required.
- Work with families to contribute to the orientation process by discussing their family's needs to ensure the process/program meets their child's individual needs.
- Providing comfort and reassurance to children who are showing signs of distress when separating from family members and sharing information with parents/guardians regarding their child's progress in settling into the service.
- Discussing support services for children with parents/guardians, where required.
- Providing flexible routines and offering children reassurance.
- Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information.
- Reviewing the orientation processes for new families and children, on an annual basis, to ensure the objectives of this policy are being met.

<b>DOCUMENT HISTORY</b>	<b>Version</b>	<b>Date</b>	<b>Author</b>
Initial Draft	1	12/1/17	D.Earp
Second Draft			
Final Draft			
Approval			

- **Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**Parents/guardians are responsible for:**

- Reading and complying with this *Orientation and Settling In Policy*.
- Completing enrolment forms prior to their child's commencement at the service.
- Ensuring that all required information is provided to the service.
- Updating information by notifying the service of any changes as they occur.
- Complying with the parent code of conduct.

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

Attachment 1 – Assisting Your Child to Settle Into Kindergarten

## **Appendix 1**

### **Assisting Your Child to Settle Into Kindergarten**

Starting kindergarten is an important milestone in the lives of both you and your child. There are a range of things you can do to assist your child's transition into kindergarten:

- Promote their independence by encouraging them to do things for themselves and play independently.
- Pack a change of clothes for your child, or leave a spare set at the kindergarten.
- Labelling all of your child's belongings that are brought into kindergarten.
- Encourage your child to dress themselves, so they are able be more independent and can manage to take off a jumper or a jacket.
- Practice a goodbye ritual, which becomes gradually shorter so your child becomes less dependent.
- Keep the staff at kindergarten informed of any changes in your child's life that may affect their experience.
- Create opportunities for your child to interact with other children of a similar age through play dates and playgroups.
- Read to your child every day.

Remember that some children, just like adults, will take time to settle into a new environment. Following these suggestions will assist your child at the commencement of kinder and throughout their program and will also assist their preparation in the transition to school.



## MEMORANDUM

<b>To:</b>	Jill Karena, Acting Director Community Wellbeing		
<b>CC:</b>	Fiona Alexander, Manager Community Services, Sue Hobbs, Regional Team Leader & Moira Greenwood, Regional Team Leader		
<b>From:</b>	Alycia O'Sullivan, Coordinator Early Years Services		
<b>File Ref:</b>	D17-72814	<b>CRM Ref:</b>	N/A
<b>Date:</b>	12 September 2019		
<b>Subject:</b>	Early Years Orientation and Settling in Policy		

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Dear Jill,

The Early Years Orientation and Settling in Policy has been reviewed by the Early Years Unit.

Recommendation: That you sign the attached policy, so it can be distributed to the services as well as placed on Council's website for the community.

**Alycia O'Sullivan**  
Coordinator Early Years Services

**Fiona Alexander**  
Manager Community Services  
Macedon Ranges Shire Council

