

# Nunawading Christian College

## ELC & OSHC



### Orientation of Families Policy

#### Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
7	November 2021	November 2022	Katherine Darroch	Leanne Munchan

## Rationale

Enrolment and orientation is an exciting and emotional time for children and families. It is important to manage this time with sensitivity and supportively, building partnerships between families and the Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.



## 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

Children (Education and Care Services) National Law	
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

## 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 informatively, 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

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Implementation

Orientation is an important process for children, families and Educators to gain vital information about the individual child's needs and interests. 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 assists the child to adjust to a new setting and helps to make the transition from home to the Service composed.

During orientation, Educators will discuss the following requirements 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 that are applicable to the child.
- Service philosophy and curriculum.
- The child's interests.
- Family goals and expectations.
- Strategies to help settle into the Early Learning setting.
- Any allergies and emergency plans for the child.
- The Service and room routine.

#### **Management will ensure:**

- The orientation process is well organised, flexible and informative.
- New families to NCC ELC will have an orientation interview with teachers and admin. This interview is to discuss how Educators and families can collaborate together, in order for the children to have a smooth transition from home to the NCC ELC and to complete all required paperwork.
- The child and family are invited to 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 is respected at all times, acknowledging the individuality of each parenting style.
- To ensure that all parents are aware that they can contact the service at any time in relation to their child or their enrolment in the service.
- Families are reassured that they will be contacted when their child has settled, and 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.

#### **Educators will:**

- Greet children and families upon arrival
- Discuss with families the best transition process for the child
- Encourage families to say good-bye to the child when dropping off
- Phone families if the child remains distressed
- Encourage families to stay as long as they need to in order to reassure their child
- Seek information about the child and family throughout the orientation process.
- Create a welcoming and inviting environment

#### **During the orientation of the Service, families will be:**

- Provided with an outline of the Service policies which will include fees payment, sun safety, illness and accident and medical authorization.
- Shown the signing in/out process.
- Spoken to about appropriate clothing worn to the Service, including closed toe shoes.
- Informed about children bringing in toys from home.
- Introduced to the child's Educators.
- Taken on a tour around the Service.
- Discuss medical management plan and allergies completed on file (if applicable).
- Advised about the Seesaw App and how parents can view this.
- Introduced to the room routine and Service program. This includes portfolios (If applicable) and the observation cycle.
- Informed about Service communication – meetings, interviews, newsletters, emails etc.
- Able to set Family Goals for their child.



## Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Quality Standard (NQS)
- Managing Emergency Situations in Education and Care Services
- Revised National Quality Standards

## Review

Policy Reviewed	Modifications	Next Review Date
November 2016	<ul style="list-style-type: none"><li>• Policy created</li></ul>	November 2017
August 2017	<ul style="list-style-type: none"><li>• Minor changes made to the policy</li></ul>	November 2018
October 2017	<ul style="list-style-type: none"><li>• Updated references to comply with the revised National Quality Standard</li></ul>	November 2018
November 2018	<ul style="list-style-type: none"><li>• Points added to 'Implementation' section.</li><li>• Sources/references alphabetised.</li></ul>	November 2019
November 2019	<ul style="list-style-type: none"><li>• Updated the enrolment processes that include families to have an orientation/enrolment interview with enrolment secretary, admin and/or teacher</li></ul>	November 2020
November 2020	<ul style="list-style-type: none"><li>•</li></ul>	November 2021
July 2021	<ul style="list-style-type: none"><li>• Format Change</li></ul>	November 2021
August 2021	<ul style="list-style-type: none"><li>• Removed name of enrolments secretary</li><li>• Changed Family Day Care to read Early Learning</li><li>• Minor grammatical changes</li><li>• Wording changes to provide more clarity</li><li>• Items relating to enrolment process removed</li></ul>	November 2021
November 2021	<ul style="list-style-type: none"><li>• Policy reviewed - no major changes</li><li>• Sources checked for currency</li></ul>	November 2022