Orientation Policy
Statement 5

Aim:
To ensure all new children to the Nest are welcomed.
To minimise distress for children that are new to the Nest.
To best assist parental awareness of our policies, aims, goals and procedures and encourage parent participation.
To assist a smooth transition of children from one group to another.

Explanation:
The parents of children attending the Nest are encouraged to fully participate in the experiences in the Nest. This can only be achieved by sharing information and expectations between parents and staff. It is very important that parents understand what the level of participation expected of them is and that they are involved in mutual decision making about the care of children and the goals of the centre.

Unless it is properly managed the introduction to the Nest can be difficult for children. Children’s welfare and happiness are the priority for staff when welcoming new children and when assisting families to settle into the setting. It should always be recognised that family needs will vary greatly in the orientation process and individual needs should be met as best as possible.

Actions:
Orienting a new family:

- Families will be invited to an information session in the Nest. They will be given information on policies and procedures as well as learning opportunities offered in the Nest.
- Where possible and practical, staff will meet individually with new families and parents/carers will be encouraged to speak about their expectations for their child.
- Families that are able to attend playgroup at the Nest are strongly encouraged to do so. This provides informal play time in the Nest environment and opportunities to meet some staff.
- A build up time is encouraged to allow both parents and children to become accustomed to the routines of the setting.
- We encourage visits by parents when the child has formally commenced in the Nest where such visits are not disruptive to the child.
- We encourage parents to telephone if they are concerned about their child on a particular day.
- All new parents are provided with an information pack. Parents are encouraged to ask questions about issues they may not understand. Information is also available on the school website.

**Communication**

- The staff will at reasonable intervals provide feedback to parents on the child’s progress, development and or difficulties.
- Learning stories will be sent home to document the children’s progress.
- Parent interviews will be offered in the first few months of the year to allow parents to meet with staff to talk about their child and their expectations for the year ahead.
- Staff and parents are encouraged to talk to each other and exchange information about their children. Information will be provided and exchanged with families via:
  - Newsletters
  - Emailed learning stories
  - Parent Interviews
  - Documentation of our learning projects
  - Children’s Portfolios
  - Daily reflections

[Signatures]

Principal

Governing Council