

Orientation

Roles & responsibilities

The Nominated Supervisor, Certified Supervisor and other educators are 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)
- Undertake an orientation with the child and family

Developing strategies to assist new 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 developing an orientation program to assist them to settle into the program. The timeframe of orientation will depend on the individual needs of the child, but generally should be no more than 2 weeks.
- Explaining to families that once the child begins attendance, fees will be charged accordingly but parents may choose to have their child attend shorter days to enable settling.

Encouraging parents/guardians to:

- Stay with their child as long as required during the orientation period
- Make contact with educators and carers at the service, when required
- Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- 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 with regard to settling into the service
- Discussing support services for children with parents/guardians, where required
- Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- Reading and complying with this Orientation 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.

Policy Created Date	March 2014, Reviewed September 2016
Policy Review Date	September 2018
Sources and Further Reading	Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 177, 183 Equal Opportunity Act 2010 (Vic) Family Assistance Legislation Amendment (Child Care Rebate) Act 2011 National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities Public Health and Wellbeing Act 2008 Public Health Amendment (No Jab, No Play) Act 2015 Operations 2.7 Immunisation & exclusion policy and procedure No Jab, No Play website
Related to NQS Q.A	2,6,7