



CATHOLIC EDUCATION

WESTERN AUSTRALIA

LDC ORIENTATION POLICY AND PROCEDURES

POLICY STATEMENT

Following confirmation of enrolment each enrolling child and their family will be provided with a comprehensive orientation of Holy Name before the child commences.

The orientation process provides an opportunity for families to share information about their child and home culture with educators. It also provides an opportunity for each new child to explore and experience Holy Name with the security of having their family with them.

RATIONALE

The Mandate for the Catholic Education Commission of Western Australia 2009 – 2015, asserts that “Catholic schools can serve as models for all within Western Australia who seek to create genuine communities”. Orientation is the start of a process in which enrolled children and families become part of our community.

It is important for children to feel safe in our care and the formation of relationships between educators, families and children is fundamental in achieving this outcome. By providing a comprehensive orientation process we aim to help families and children settle into the service successfully.

A comprehensive orientation will also assist all parties to understand their role and to work in partnership to provide quality outcomes for children. Partnerships will be based on understanding of each other's' expectations and attitudes and will build on the strengths of each other's knowledge.

PROCEDURES

The orientation process is a very individual one and we consider the needs of families in regard to their participation in the orientation process. At Holy Name we aim to make the experience a positive and welcoming experience.

Our orientation process includes a checklist to ensure that we cover all aspects of Holy Name's operations and ensure information is meaningfully conveyed to each new family.

Enrolment Documentation

Family members must complete and submit the documents in the Holy Name enrolment package prior to commencement in our program.

Administration staff will provide the enrolment and all support documentation to the Lead educator prior to their meeting with the family, in order for the enrolment to proceed.

Orientation Visit

Prior to commencing care at the Centre, families are given a tour of Holy Name and are introduced to educators, and other children in the room.

Families are shown the program, routines, and other information as requested. We also provide opportunities for families to familiarise themselves with the centre's policies.

Families will be shown the procedures they need to be aware of during their orientation visit such as the signing of attendance records and completion of medication forms and what items their child needs to bring with them on their visit.

Meeting with Educators

Families will be encouraged to share information about their child with the Lead educator at the time of orientation visits. We require Families to meet with their child's Lead educator and family to handover care information and to go through "about me" sheet and enrolment form.

Families are required to visit the service with their child, to familiarise themselves with the service prior to the child's attendance. A minimum of two orientation visits is required before enrolment can be formalised. This will ensure that we understand your child care requirements and that your child feels safe to be kept in our care. We recommend coming in between 9.30am and 10.30am. At this time children all beginning their day and can experience a meal time, programmed activity and free play in the one session.

Children will be invited to attend a playdate at the Centre with a parent prior to commencing at Holy Name. Playdates are about 30-60 minutes in duration depending on the needs of each child and their family.

Commencement of Care

Start date for commencement must be confirmed with the Lead educator and family. The child's start date will be displayed in the diary

Children commencing at Holy Name will be welcomed by the Lead educator and shown where to store their personal belongings and what to bring on their first day. A tour of the premises may be repeated on their first day to support their belonging.

Family members will be encouraged to remain with their child for as long a period as the family member and/or educators feel may be necessary to ensure the child's wellbeing.

Where appropriate, other enrolled children will be encouraged to assist new children by introducing them to their friends and the routines of the service, and acting as a 'buddy'. A room educator will also be assigned to them to support their attachment and settling process. Educators will adjust their shift to support assist families with handovers and settling into care.

A feedback questionnaire will be issued after approximately four weeks to ensure new families are comfortable with the care their child is receiving.

Educators will assist families during handover and when saying goodbye to their child

Family members are encouraged to speak with educators about their child and call as many times as they wish in order to ease the child and their family into care at Holy Name.

Upon arrival and departure, educators will share information with families about their child's day and record it on the communication boards/sheets.

Review Details

Review Date	Changes Made
November 2014	Orientation procedure - How frequent are the pre enrolment vi What parents need to sight.
June 2015	Inclusions to process of playdates updated
January 2017	Clarification of documentation 2 visits required Educators to support children Minimum of two playdates Administration role in the process Communication of start date

Next Review Date: December 2020