

# THE GOWRIE (QLD) INC

## ORIENTATION & COMMUNICATION POLICY PARENTS & CHILDREN

### CONSIDERATIONS:

QIAS	Principle 2.3
REGS	Child Care Regulation 2003 Section 13 Child Care Act 2002 Section 78

### POLICY STATEMENT:

To introduce families to the Service program through an orientation process that supports and fosters collaboration and open communication - with the child's development and well being as the primary focus for both staff and parents/guardians.

### Relevant Forms/Materials

- *Kindergarten Parent Handbook*
- *Kindergarten Health Handbook*
- *The Gowrie(Qld)Enrolment Form*
- *Confirmation of Enrolment Letter*

### SOURCES:

REVIEWED: November 2010

Date to be Reviewed: November 2011

<b>IMPLEMENTATION:</b>	
<p><b>ENROLMENT</b></p>	<p><b>Decisions for assigning children to a particular group are made by the Director in consultation with other teaching staff.</b>            These decisions are based upon the child's needs, vacant positions, sibling requirements, parental requests or concerns, group numbers and room ratios in accordance with the Child Care 2003 Regulation.</p> <p><b>Staff will be advised of enrolling children</b> so that they can prepare in advance for the child's arrival.</p> <p><b>Interviews</b> with families are able to be conducted prior to commencement as per individual Service. It is important that this process is not viewed as completing an enrolment form and answering questions; but as the first opportunity to establish the relationship between Educator and family, the first steps in building a rich reciprocal relationship that will assist all stakeholders in achieving the best outcome for the child.</p> <p><b>The parent/guardian will be advised in writing</b> of the group their child is in and the names of the staff in their child's room. An enrolment information pack containing Parent Handbook, Health Handbook and Enrolment Form also accompanies this letter. The Orientation program of the individual Service will be outlined in this letter also.</p> <p><b>Orientation program for families is important</b> to assist children to settle into the Service as easily as possible and to emphasis to parents/guardians the importance of their participation in their child's program.</p>
<p><b>ORIENTATION PROCESS</b></p>	<p><b>THE ORIENTATION PROCESS CONSISTS OF:</b></p> <p>The Orientation process is important for both parents/guardians and children to familiarise themselves with their new environment and the staff.</p> <p>This process allows all families to explore the new environment and to share information about their child and their expectations of the program.</p> <p>Each Kindergarten program will develop their own orientation process relative to their Community needs.</p> <p><i>Importance of Information Gathering – All this is important information if early childhood professionals are to create living and learning environments that fit each child and the group and still are in accordance with what the parents want as individuals and as a group. (Making Links Parent Partner – Anne Stonehouse &amp; Janet Gonzalez Mena, Pademelon 2006)</i></p>

<p><b>WHAT YOU SHOULD DO</b></p>	<p><b>Make every effort to make the child and parent/guardian feel welcome and a sense of belonging to the environment.</b></p> <p><b>Provide feedback to the parent/guardian about how the child is settling into the Service throughout the process.</b></p> <p><b>Guide the parent in ways that they may assist with the child settling and participating in the program:</b></p> <ul style="list-style-type: none"> <li>- encouraging the child to participate in activities/experiences and to play cooperatively with other children.</li> <li>- helping the child to learn the names of staff and other children and to become familiar with his/her own locker, bed etc</li> <li>- explaining the Service routines eg handwashing, mealtimes</li> </ul>
<p><b>COMMUNICA-TION</b></p>	<p>Communication between the Service and parents/guardians is considered essential in supporting each child's growth and development. Support communication through:</p> <ul style="list-style-type: none"> <li>- Displays on notice boards</li> <li>- Family communication pockets</li> <li>- Staff/parent communication books</li> <li>- Wall documentation</li> <li>- Project books</li> <li>- Children's profile books</li> <li>- Room journals</li> <li>- Ongoing verbal communication with parents/guardians</li> <li>- Open invitation to parents/guardians to be involved and/or contribute to the Service/program.</li> <li>- Committee newsletters</li> </ul>