

Orientation Policy



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| Policy Relevant to: | Educators, all Team Members & families |
| Last Reviewed: | June 2023 |
| Next Review: | June 2025 |
| NQF: | 160, 161, 162, 177, 181, 183 |
| NQS: | 6.1, 6.1.1, 6.1.2, 6.1.3, 6.2, 6.2.3 |
| National Law: | See all related legislation for Child Care Provider Handbook |

Purpose

Adventure Patch aims to ensure children and families are provided with an orientation process that allows the family to transition into our service's positively and well-informed, meeting the children and families' individual needs. We strive to establish respectful and supportive relationships between families and our services to promote positive outcomes for children whilst adhering to legislative requirements.

Implementation

Orientation is an important process for children, families and educators to gain vital information about the individual child's needs, interests and strengths. 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, or visits, assist the child to adjust to a new setting and helps to make the transition from home to the service a smooth and positive experience.

During orientation, educators will discuss the following 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.
- days and times childcare is required.
- 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, parenting orders that are applicable to the child.
- service philosophy and curriculum.
- the child's interests.
- family goals and expectations.
- any allergies or dietary needs for the child.
- emergency or health care plans for the child if relevant.
- the Service and room routines.

Adventure Patch will have different orientation processes depending on the service families have enrolled in. More information can be found in the *Orientation Procedure*.

Related Policies

Code of Conduct Policy
Orientation Procedure
Enrolment policy
Enrolment Procedure
Incident, Injury, Trauma and Illness Policy
Payment of Fees Policy
Privacy and Confidentiality Policy


Sources:

Australia Children's Education & Care Quality Authority. (2014).
Australian Government Department of Education (2009). *Belonging, Being & Becoming: The early years learning framework for Australia.*
Education and Care Services National Regulations. (2018)
Guide to the National Quality Framework. (2017). (Amended 2020).
Revised National Quality Standard (2018).
The Australian parenting website Raising children <https://raisingchildren.net.au/preschoolers/play-learning/preschool/starting-preschool>

Review History

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|---------------------|---|------------------|-----------|
| Policy Reviewed By: | Service Managers | Executive Team | June 2023 |
| POLICY REVIEWED | June 2023 | NEXT REVIEW DATE | June 2025 |
| Modifications | <ul style="list-style-type: none"> New Policy, removed from Enrolment Policy | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
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Signed

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| CEO: |  |
| Manager: | S. Norris |