



Largs North Kindergarten

Enrolment and Orientation Policy Statement

Aim:

To ensure children and their families are welcomed to Largs North Kindergarten.
To ensure that children feel safe and supported in their transition into the centre.
To raise awareness of the policies, aims, goals and procedures to encourage family participation.

Explanation:

The families of children attending Largs North Kindergarten are encouraged to fully participate in all experiences offered. This is best achieved by sharing information and expectations between families and staff. It is very important that families understand the level of participation expected of them, and that they are involved in mutual decision making about the care of children and the goals of the centre.

Children's welfare and happiness are the priority for staff when welcoming new children and when assisting families to transition into the preschool setting. It should always be recognised that family needs will vary greatly in the orientation process and individual needs should be met as best possible.

Actions:

- Families will be welcomed and offered an opportunity to visit the centre, speak with an educator and be provided with an Enrolment Pack.
- Questions are encouraged of prospective families in order for them to have clear understandings of the kindergarten routines, expectations, policies and procedures. Information is also on the preschool website.
- Families that are able to attend the playgroup are strongly encouraged to do so. This provides them with informal play time in the kindergarten environment, opportunities to connect with other families and meet some of the educators.
- Families will be invited to an information session in the kindergarten. They will be given information on enrolment, policies and procedures, as well as learning opportunities offered at Largs North Kindergarten.
- Families will be offered an opportunity, where practical and possible, to meet individually with an educator to speak about their child's strengths, interests and their aspirations for their child's preschool year. This will occur in the term prior to the child commencing kindergarten.
- Families are encouraged to contact the kindergarten if they are concerned about their child's settling and wellbeing.

Communication:

Communication with families is viewed as an essential component of our partnerships with families and the community at Largs North Kindergarten.

- The staff will, at reasonable intervals, provide feedback to parents on children's progress, development or difficulties.
- Family discussions will be offered in the second term to allow families to meet with staff to talk about their child and their progress.
- Each term a Family Night will highlight the children's learning through the learning project.
- Staff and families are encouraged to talk to each other frequently, in less formal ways, to exchange information about the children.

Information will be provided and exchanged with families in numerous ways, including but not limited to:

- Newsletters
- Learning Stories
- Family discussions
- Documentation of the learning projects
- Individual Learning folders
- Daily Reflections
- Informal Conversations

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