



## Orientation Policy

We understand that parents may feel anxious about leaving their child in the care of someone else when first placing their children in care. The staff at The Rumpus Room are here to help and support the parents and children throughout this time.

An orientation tour is given to each family before enrolment commences.

We strongly encourage lots of visits to the Centre before the child is left for their first day.

This allows both the child and the parent to become familiar with the Centre and the educators. The process builds trust and allows the parent to exude calmness which helps settle the child, as they have seen the educators at work.

Attending multiple days in the week assists settling. If the child is booked to only attend one or two days we encourage that for at least the first month they attend for visits with a responsible adult, so that they are in the service at least 3 times in the week.

Visits may occur at any time that works for your family. Discuss this with room staff and they'll suggest times that will give your child the best opportunity to participate in their new environment and become familiar with the educators, children and the surrounds.

Families are encouraged to take photographs of their child while visiting (no other children can be in the photograph) so that they can view them regularly with their child and chat about what will be happening, as preparation for attending. Viewing of educators' photographs from the visits, or from the Centre's website, are also recommended so that the child begins to develop a relationship with them.

If a family feels their child needs extra support to settle we are happy to put additional strategies in place to assist the child such as creating a social story or making a brief video. If it is possible for the family, a gradual settling process may work for your child where they attend shorter days at the beginning. Often children will settle into a new environment easier if they start with short stays, and build up to whole days. We encourage you to ring to check on your child as you want to. If planning to collect early feel free to ring to check how the child is going before you come in case they are well settled or asleep.

### **SEPARATION – what is possible:**

Most infants up to age 6 to 8 months make a smooth transition to another adult. (Leaving is often harder for the parent)

A child between 6-8 months and 3 years may scream, cry or cling when you say goodbye. Children of this age need more experience to be sure they can trust you to come back.

If you look on the new arrangement as the best for everyone in your family, children 3 to 6 generally adapt quite well.



### **Establish a comfortable routine from home**

The night before help your child get out the next day's clothes or pack their "Child Care Bag". Don't forget the hat.

Ensure you leave home with plenty of time to spare so you are not in a big rush when you arrive at the Centre.

### **Saying Goodbye**

It is wise to establish a little routine when you bring your child into care. It gives a sense of predictability and consistency so the child can feel

"I belong here, people enjoy seeing me, I know what is expected of me, I know how my day goes because I can anticipate what is going to happen next."

From recent research it has been found that children's relationship needs are at the heart of transitions from parent to educator. So tell your child "I am going to leave you with ... he/ she will keep you safe and play with you until mummy comes back".

The educator will then respond to the child with words like "Mummy/ Daddy has to go to work now so I am going to take care of you and play with you until Mummy/ Daddy comes back. I will be here if you need me." The child will come to use their educators as a secure base from which to explore, and a safe haven to return to.

Each day take time to see your child gets settled comfortably. You may like to set up some arrival routines, sign in together, put belongings away, wave goodbye at the door.

Always say goodbye. Be sure to say when you'll be back eg "After you have had afternoon tea".

### **Going Home**

On the way home some children will want to talk about the day, others won't. Be ready to listen. Children may like to hear briefly about your day. We are flexible and happy to tailor the settling in process to the needs of the child and parents.

Parents are welcome to telephone during the day to check on their child's progress during the first couple of weeks.

Parents of babies are encouraged to either demonstrate to educators the way in which they:-  
Change the baby's nappy / Give a bottle / Settle baby to bed.

An alternative is to video a clip of each and email it to [admin@therumpusroom.com.au](mailto:admin@therumpusroom.com.au)

Attention to ..... name of one of the educators.

Parents of babies are asked to complete additional sheets of specific information to enable the educators to best understand and meet their child's needs.

This policy links to the following NQS:

National Quality Standards: 5.1.1, 6.2.1, 6.2.2.

See Appendix 1-National Law (section) and National Regulations (regulation 177)