Partnership with families  
16th November to 20th November 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing the practices we use to support children as they move between settings eg to and from the service and their home or an excursion, to a new room/group and during the move to ‘big school.’ We’re happy to talk about these processes if you’d like to know more
* reviewing our Continuity of Education and Care Policy. A summary follows:

**Continuity of Education and Care** **Policy**

To support continuity of education and care between settings -

The Nominated Supervisor will:

* ensure casual educators, volunteers and students complete a suitable induction process
* employ the same casual educators where possible, and on the same days of the week
* plan rosters and allocate staff so familiar educators are available
* advise families of any staffing changes before they occur if possible
* encourage all educators, including casuals, to display a photo and a short introductory paragraph
* ensure educators assist children to transition between rooms/settings eg by following transition to new room/group/school processes
* ensure routines and transitions can flexibly accommodate each child’s needs.

Educators will:

* share information about children’s learning and development with other educators as required
* supervise children during transitions
* support children who return after an absence
* share relevant information with children during transitions and support their individual needs
* encourage families to share information about their child.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor