

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.

Unenrolled Children Policy

Unenrolled children (eg siblings of children at the service) are the responsibility of the adult that brought

them to the service and must be supervised by them at all times.

Enrolment Policy

- The Nominated Supervisor will ensure enrolments comply with our legal requirements eg educator to child ratios
- Where there are limited vacancies we may prioritise enrolling children at risk of serious abuse or neglect, children of a sole parent who satisfies, or parents who both satisfy, the activity test. Within these categories we may also prioritise children from Indigenous families, socially isolated families, single parent families, low-income families, families with a disabled person or families from non-English speaking backgrounds. We may also develop criteria to prioritise children eg distance of residence from Service.
- To ensure all children receive the same care and attention, educators' children, grandchildren, nieces or nephews will not be enrolled in the same room/group their parent, grandparent or relative works in
- Before enrolment families are shown around the service, given a copy of the Parent Handbook, involved in discussions about their child's needs, availability of days/times and service information, advised what they need to provide to complete enrolment (eg immunisation records) and invited to bring their child to visit.

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature

Week 31, 9 to 13 October 2023 – 6.2.1 Transitions