



**REMOTE CHILD CARE SERVICES
POLICIES & PROCEDURES**

Policy Name: CHILD INDUCTION
Policy Number: 1011
Originated Date: May, 2015
Amended Date/s:
Applicable Legislation: The National Quality Framework the law and regulations
Child Care Act 2001
Dataworks Reference:

POLICY:

It is recognised that “Good Beginnings” are conducive with successful outcomes; therefore a mutual understanding of each other’s expectations is essential for a smooth induction into care. The Centre will provide all parties with information and reassurance they require. There is recognition that certain groups within the community will have special needs, these will be addressed upon induction of the family into the Service.

GOAL:

To meet the needs of the child/ren, family and educators in relation to induction into the Service, ensuring all concerned feel comfortable and positive about the care arrangements. ALL families are strongly encouraged to engage in the orientation process before the child/ren’s start date.

PROCEDURE:

1. On the initial contact parents/guardians are given the opportunity to discuss their care arrangements.
2. Relevant enrolment forms, the information brochure, policies and appropriate forms will be given to families on this initial visit. Discussion regarding any issues or concerns will take place at this time.
3. Parents have the opportunity to look through the Centre and be introduced to the relevant educators. At this stage there will be an opportunity to discuss any special requirements their child has with the educators concerned.
4. Parents and the child/ren will have a tour of both the indoor and outdoor environments and discuss any concerns or issues with educators. Room orientation includes: program planning, lunch boxes, communication information, lockers, toilets, play are (estimated time is 15 minutes).



**REMOTE CHILD CARE SERVICES
POLICIES & PROCEDURES**

5. A visit or two prior attendances is strongly advised. Providing parents/guardians stays in attendance, no charge is incurred. The number of visits and the length of those visits which will occur before the child's start date is flexible and will be arranged according to the child/ren's and family needs.
6. Confirmation of booking arrangement.

NOTE:

Settling is tailored to meet both the children's and parent's needs.

POLICY REVIEW

- . The service will review this Policy, every 12 months or sooner if required.
- . Families are encouraged to collaborate with the service to review the Policy.
- . All Staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.
- . Date of last review – August 2019
- . Date of next review – August 2020