

2.19 Children's Transition to OSHC

Policy Statement

We recognise and acknowledge the importance of ensuring children have a smooth transition into the school age care setting. We aim to identify and address the support structures and activities required to assist families and children of all ages in making this transition. Each New Year brings our service many new children and our aim is to give these children and families the opportunity to familiarize themselves with the school and become acquainted with other children and families, so they can begin to form those bonds and friendships.

Procedures

We will endeavour to establish links with the school and wider child care community to build relationships with prospective families and children.

As part of the service enrolment process, the parent/guardian will be required to provide relevant information which will enable educators to properly care for their child. This will be in the format of appropriate questions on the enrolment form and include but not limited to information such as:

- ❖ Full name and preferred name, if relevant;
- ❖ Any health care needs, allergies or other relevant medical conditions;
- ❖ Any special physical, emotional, dietary, religious, cultural or other needs or considerations relating to the child; and
- ❖ The child's likes, dislikes or phobias.

As part of the enrolment process, an enrolment pack will be provided to families. The enrolment pack includes the Service's family handbook, and policies and procedures that are relevant and important for families and these are also available on the website.

We will have the right to request any information regarding the child/ren's needs so far as it may impact on their ability to participate in the program and be appropriately cared for within the service.

Through the service enrolment process, parents/guardians may request to attend a short interview with the Coordinator as well as being encouraged to visit the service with their child during operating hours to:

- ❖ Meet the Coordinator and educators of the service;
- ❖ Tour the approved areas of the service including both indoor and outdoor areas;
- ❖ View the service routines such as breakfast or afternoon tea;
- ❖ Observe children involved in activities.

During the child's first attendance at the service, educators will:

- ❖ Respectfully acknowledge each child and their parent/guardian on arrival, ensuring they feel welcome;
- ❖ Introduce them to other educators and children;
- ❖ Familiarise them with the service routines such as meal times and hand washing;
- ❖ Clearly explain the service rules and behaviour expectations; and
- ❖ Facilitate the child's involvement in group experiences to support them in forming new friendships.

Children starting OSHC, who are in Prep, will be escorted to the classroom when school begins and picked up from the classroom when school finishes by an educator. Educators will support children to follow classroom expectations and teacher routines.

We will support new families by ensuring that any issues or concerns involving their child's commencement at OSHC are discussed in a friendly, respectful and timely manner.

Educators will endeavour to develop responsive and respectful relationships with new children through regular and genuine interactions and conversations. Educators will talk to children about their interests and seek their suggestions for activities they would like to be involved in.

To support children's smooth transition to OSHC, educators will ensure that children can access quiet places to rest, to be alone or to interact calmly with other children and educators.

References

Education and Care Services National Law Act, 2010 and Regulations 2011

Family and Child Commission Act 2014

Child Protection Act 1999 and Regulations 2000

Duty of Care

Relevant Policies: Respect for Children, Arrivals and Departures of Children, Behaviour Support and Management, Including Children with Special/Additional Needs, Bookings and Cancellations, Educational Program Planning, Medication, Sun Safety, Anaphylaxis, Asthma, Children with Medical Conditions, Food and Nutrition, Access, Enrolment, Communication with Families, Complaints Handling, Court Orders