# Transitions

Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.



Section 4. Policy Review (All Employees) Participation required from all employees.

## Continuity of Education and Care Policy

The Nominated Supervisor will:

6.<u>2.1</u>

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- Ensure casual staff, volunteers, and students complete an induction
- Employ the same casual staff on the same days if possible
- Plan rosters to ensure familiar educators are available
- Notify families of staffing changes where possible
- Encourage all educators to display a photo and brief introduction
- Help children transition between rooms/settings
- Accommodate each child's needs in routines and transitions

Educators will:

- Share information on children's learning and development
- Supervise children during transitions
- Support children returning after an absence
- Provide children with relevant transition information

• Encourage families to share information about their child

## **Unenrolled Children Policy**

Unenrolled children (e.g., siblings) are the responsibility of the accompanying adult and must be supervised by them at all times.

## **Enrolment Policy**

- Enrolments will comply with legal requirements (e.g., ratios)
- Priority may be given to children at risk, sole parents, Indigenous families, low-income, socially isolated families, or those with special needs
- Educators' children/relatives will not be enrolled in the same room/group where their relative works
- Before enrolment, families tour the service, receive the Parent Handbook, discuss their child's needs, and provide necessary documents (e.g., immunisation records). Families are invited to bring their child for a visit before enrolment.

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

Educator's Name	Educator's Signature

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