



Continuity of Education and Care Policy

The Nominated Supervisor will:

- 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