Orientation Procedure

Aim:
To ensure the child and the family are familiar with their surroundings
To ensure the family have met the staff
To ensure a smooth transition from home to preschool

Procedures:

Starting Pre-school

The Society staggers the entry of new children to each class to enable maximum attention for each new child. “New” children enter a class after “returning” children have settled back into the classroom at the beginning of a year. Timing of entry depends on the date of a child’s birthday. Under Department of Community Services guidelines, no child under three years of age is permitted in a class.

Parents will be invited to attend an orientation afternoon to meet with the staff and the committee of the preschool. The committee will outline the responsibilities of the parents to ensure the smooth operation of the school. They will be asked how they would like to contribute.

Immediately before the child starts, the family will be invited to visit the preschool, to be shown his/her locker, where to wash hands, toilet, where their cup will be placed and to be reintroduced to one staff member who will be their main contact upon entry.

During the first week, a child’s attendance will be varied at the discretion of the Directress to ensure as smooth as possible transition into the Preschool. It may be for only two hours a day, but in most instances, the child is ready after the first week to begin normal hours five days a week.