

## Orientation Policy and Procedures

**Rationale:** The orientation and settling in process can be an important basis for establishing effective partnerships between families, teachers and staff that are vital in promoting positive outcomes for children.

**Aim:** To recognize that beginning preschool can be a major milestone for families and that it can be an anxious time for them.

To ensure the child and the family are familiar with their surroundings and have met the staff and teachers.

To be accepting and accommodating toward different cultural backgrounds, family lifestyles and child rearing practices.

To ensure a smooth transition from home to preschool.

To acknowledge that some families will need more support than others.

### Procedures:

#### Starting Pre-school

The School 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 our License agreement with the Department of Education, no child under three years of age is permitted to stay at the preschool without their parent/caregiver.

Parents will be invited to attend an orientation session 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 their Directress, 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.