



Orientation Policy

Welcome to Bunny Cottage Long Day Care Centre.

We aim to make the transition for your child, and your family, a positive and rewarding experience. To facilitate this process we have outlined some ideas that may assist the transition process. All children are different, and this settling process can take from few days to a few months. It depends on a number of factors including your child's age, how comfortable the parents are and your child's amount of attendance.

Parents

- Parents are encouraged to take part in the centre at all times. We encourage you to come to the centre before your child's first day and spend some time. This will allow both yourself and your child to get to know the staff and the daily routine. This will also show your child you are comfortable with the environment, reducing their levels of stress.
- Following spending time with your child at the centre the next step is leaving your child. We find that starting with short periods, like the morning session before lunch, will ease the child into the concept of staying without their parent. We encourage parents to come back early and spend some time with your child before you both go home.
- Never leave without saying goodbye.
- This will be a difficult time and making the concepts clear will help. Things like saying goodbye once, then leaving without returning will help your child understand that he/she stays and mum/dad will come back. Although your child may be distressed, staff will comfort them and notify you by phone if they do not settle in a reasonable time.
- Try to be positive in front of your child even if you have mixed feelings. Children can easily pick up on stress in parents and this will unsettle them too.
- We encourage parents to stay upon pickup rather than drop off, as staying in the morning often confuses the child. Please see staff for an explanation of this concept.
- For 0-2 age group there are individual daybooks. Staff will use these to communicate about your child's day. Please put any notes or comments in these for your child's caregiver also.
- The enrolment documents contain information about your child for staff to use when settling them in. Please complete these and return to staff.

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Staff

- Staff will communicate with parents as to the needs of their child. We encourage parents to call staff after having left their child to see how they are settling.
- Staff will provide honest feedback as to how your child is settling into the centre.
- Staff will give you suggestions as to ways to ease the transition process. Please see 'Settling your Child' notes.
- You will be given an introduction to your child's caregiver; this is the person who will be your contact throughout the process.

The most important part of this process is keeping open communication between staff and parents. If you have any concerns please do not hesitate to call your child's caregiver or the Director.

At the completion of the orientation process families will have the opportunity to give written feedback on your experiences.