



# Sunny Faces Early Learning Centre

## Orientation

Families will be given an orientation prior to, or on the first day of care. Staff will spend time with the child starting care and their family to help prepare for care at the centre and show them what they will need to do on the first day.

We encourage families to attend the centre 2-3 times to visit for a minimum of 1 hour outside of this orientation to familiarise themselves with the centre and to ensure their child feels comfortable in their new environment. This helps achieve an easier transition progress for your child to commence at the centre and reduces stress on the child, family and staff.

Orientation will enable families to feel comfortable and familiar with the centre and staff as well as enable the staff to become familiar with the family and their needs.

Orientation will introduce families to:

- Centre staff, specifically Director and room staff for the child
- Room routine
- Lockers
- Location and procedure of sign in and out sheets
- Location and procedure for storing food and drink
- Location of toilet facilities for children and adults
- Entries and exits to building and playgrounds
- Specific procedures for medications and messages

After completion of orientation the Family Orientation paperwork will be completed to reflect on the orientation process and ensure all areas were covered effectively.

Source:

★ Education and Care Services National Regulations

