

Orientation Process

Little Possums is a Centre Based Service, Our Possums room is mixed ages from 0-6, we also have separate 3 year old Kindy program, we offer permanent bookings with a couple of casual spaces per day in our Possums room.

Parents/carers need to contact the centre either by telephone 9295 1139 or e-mail littlepossums@iinet.net.au to discuss their care requirements for their children.

Our Parent handbook and enrolment forms are available on the website www.littlepossums.net.au to download and complete, or you can obtain a copy from the centre.

Once a request for a booking has been established and the child's information has been shared, by the completion of an enrolment form which includes a booking agreement and a copy of the child's immunisation status (see the parent handbook for more information) then the orientation process can begin.

The orientation process for each child and family is different depending on the circumstances and how the parents choose to do this.

Possums Room

Due to the nature of the centre some parents are happy to just have a visit when they are dropping off the enrolment form, and allow their child to have a look around and meet the educators.

Other parents prefer to visit on a couple of occasions and stay for a short play each time to allow their child to adjust to the setting and begin to form trusting relationships with the educators and children.

By allowing the educators and children to interact with the child will encourage the child to feel more at ease and relaxed within the centre.

The orientation process can help to reassure new parents that other children have settled into care, and that their children will too.

Separation strategies

Having orientation also helps you to see that most children have problems with separation at some time during their childcare experience. By observing this you should get some ideas about the best possible way to part from your child. When you actually leave your child in our care, the best way is to get them involved and interested in an activity with other children.

You will be less anxious when you have observed how the educators handle separation problems.

3 year old Pre-Kindy Orientation

With the 3 year old Pre-Kindy parents are required to book for the year, if your child hasn't attended the centre before or you think they may require some time to settle, it is suggested parents book their child in for a few casual sessions using the orientation process in the Possums room (dependent on availability) the term before they start, so when they are able to attend the pre-Kindy sessions separation is not a problem, thus allowing them to enjoy and learn within the Pre-Kindy environment.

Communication Strategies

As part of the orientation process we suggest you spend time together with the educators to discuss yours and your child's needs, share information and get to know each other. This is done best when an educator is not busy with the other children and can spend time focusing on your needs, so we ask that you make an appointment to suit both the educator and yourselves.

Parents are encouraged to fill out a **detailed information sheet** about your child and their family, including your family culture and beliefs, development, such as toilet training, sleep patterns, language development and interests. This will allow the educators to get to know your child and their development and respect your wishes. Parents are also encouraged to share information about other child related services accessed by the family.

Storypark

Families are invited to join Storypark on enrolment and use our Little Possums platform to communicate with the centre and educators.

You can **telephone** the centre on 9295 1139 at any time during the day, if you are worried about your child or have any other enquiries. Or you can e-mail the centre on littlepossums@iinet.net.au

We use the **Little Possums Daycare Inc notice boards** to share information about local events, policies and procedures, health and safety issues, children's experiences, and are available for parent use.

Through Storypark we provide you with regular **newsletters/emails** which are especially important to you if you have limited time at the centre, they contain a wide variety of information about the service. The newsletters can also be printed for your convenience on request.



Orientation Booklet