



Lock Early Learning Centre

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LOCK EARLY LEARNING CENTRE Preschool Orientation Policy

RATIONALE

The home environment is the most powerful influence on outcomes for children and is the primary emotional focus for them. We know that success at school can have a long term impact on children's lives and a successful beginning at the start of this journey is important. The term transition has long been used to refer to a series of visits to preschool before children begin fulltime, this is now referred to as orientation. Transition is a more complex long term process during which children internalise the process of leaving their previous setting (the home) and establishing their identity and sense of belonging in a new setting (kindy). It is also recognised that this is a period of transition for the family. It is important to acknowledge all participants in this transition process.

We believe transition will be most successful when there is a planned approach, based on developing a positive relationship between the preschool, preschool staff and families.

PURPOSE

At Lock Early Learning Centre our orientation programme aims to:

1. Enable the smooth transition of children into preschool.
2. Ensure effective communication between parents/caregivers, children and staff.
3. Provide opportunities for parents to get to know the staff and to understand and learn about the preschool, its policies, procedures and the learning programme.

ORIENTATION PROGRAMME

Beginning preschool is an exciting, big step in the life of the children and their families. Preschool is an opportunity to build on experiences gained at Playgroup and within the wider community. Preschool is often the first step for the child away from their family and it is important that the orientation period allows children to feel safe and secure about their move into it.

There is already integration between the Preschool and the Playgroup with Playgroup happening within the Preschool hours. This gives the children and families an opportunity to get to know the Preschool teaching staff and some of the Preschool routines. Informal visits to the preschool are provided through the Playgroup and other community events run through the LELC.

Pre entry to preschool for 4 year olds will take place in term 4 in the year prior to a child starting preschool. The formal process will begin at the end of term 2 with a survey of parents.

An enrolment package, including enrolment forms, preschool policies, information for new students and an invitation for families to meet with the Preschool Director will be provided towards the end of term three.

Although Preschool children do not have a 'right of access' to the school Bus service, if there is a seat available the Lock Area School is willing to allow children accessing the LELC orientation program access to the bus service. Access is limited as the School busses follow school hours so in weeks 3, 4 and 5 children using the bus service will need to be collected from the LELC at 12 noon.

Orientation Visits to the LOCK Early Learning Centre:

- Week 3 Tuesday 8.30 to 12 noon
- Week 4 Tuesday 8.30 to 12 noon
- Week 5 Tuesday 8.30 to 12 noon
- Week 6 Full Day Tuesday
- Week 7 Full Day Tuesday
- Week 8 Full Day Tuesday
- Week 9 Full Day Tuesday

LOCK EARLY LEARNING CENTRE ENROLLEMENT POLICY

Children enrolling at Lock Early Learning Centre will have access to four terms of Preschool and one transition/orientation term

The Preschool intake is on the first day of term one and children are not admitted unless they turn four prior to the first of May. Parents have the opportunity to wait until the following year or start their child as a three year old if their birthday falls between the beginning of term one and the first of May.