

Prom Coast Centres for Children

Orientation Support Information



When families are preparing for transition into long day care, it is important to plan and allow sufficient time for you and your child to feel safe and secure in this new environment. For many children, starting in long day care may be their first experience of being apart from their parents. It can also be the first time for parents and guardians!

The first few days and weeks in a new environment can be a big change for both you and your child. It is important to take time for all of you to adjust to this new routine and not expect too much too soon. You may find at first that your child is upset when you leave, this is a normal part of leaving to separate. The time they are upset for gradually reduces and after a few weeks, most children have settling well.

Your family will be fully supported through the orientation process by PCCC management and education professionals. The following may help support your child (and yourself) with this transition and separation anxiety.

- ***Recognise it is a normal part of healthy development***
- ***Spend time with your child at the service***
- ***Slowly increase the time you are away to a full day***
- ***It can be tempting to sneak out while your child is busy, but it is important to make sure you say goodbye to your child when you leave. Reassure them you will be back (ie at lunch time, after sleep etc). This helps children understand you have left and builds trust that you will return.***
- ***Be positive about the experience but also acknowledge your child's feelings e.g. "I know it is hard for you to say goodbye" "I know you miss me when I am not here" This is more positive than "I know you don't want to be here" or "I don't want to go either"***
- ***1-2 educators will build a strong connection with you and your child initially – once your child has settled they will automatically expand this to other team members.***
- ***Ask for help if you or your child is struggling.***

During orientation, the foundation for a long-term relationship between the family and the educators commences. It is the time for families and the educational professionals to ask questions and share important information about the child, family, and the service.

Below is an example of what you can expect at PCCC Orientation.

Orientation: 2 Hour

Family will be welcomed on arrival. During this session you will be engaged in:

- Spending time in your child's room together with educators and sharing information about your child
- Completing any outstanding documentation
- Signing your Complying Written Agreement (CWA)
- Option to order sunhat, wet bag and tee shirts
- Setting up 4 digit sign in pin on IPAD to allow you to sign your child in and out of the service

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Placement: Half Day

Parents/guardians will sign your child in and go into your room.

During this time you will be requested to stay until your child is settled. You are then welcome to leave, however you must be contactable and close by if the educators call you.

Placement: Full Day

Parents/guardians will sign your child in and go into your room.

During this time you will be requested to stay until your child is settled. You are then welcome to leave. Our educators will make a courtesy call during the day to inform you of your child's wellbeing and you are welcome to call any time to ask how your child is.

Please note this is the **minimum** orientation time for children and families. Your child's orientation plan will be discussed with you to meet the needs of you, your child and the Room.