



New Child Orientation Policy & Procedure

Revised: October 23, 2015, September 11, 2017

Revised: September 11, 2017

Approved by Board of Directors: September 22, 2017

Policy

This policy is to ensure that each child is supported when starting at the centre. This procedure will vary according to the age of the child and their program.

Procedure

The Primary Care giver of the child will assist a new child and family through the transition period by ensuring the following

1. Provide extra support to the child while they adjust to the new program
2. Assist the family member at drop off by **providing supportive strategies such as taking the child from the individual by holding them or taking them by the hand, distracting them with a toy, engaging them in an activity or toy of interest**
3. **Communicate with the family member throughout the adjustment period**
4. **Provide a transition book to the parent that is specific to the program the child has joined, which outlines their friends, routines and environment**
5. Communicate to family the importance of staying positive during this transition
6. Communicate the child's day with the family through daily charts, verbal communication and observation sheets
7. Ensure a cubby with the child's name is available for the child on his/her first day
8. **Ensure that the child's picture either supplied by the parent or centre is posted in the first week of enrolment**
9. Introduce the child to children in the room
10. Introduce the child to full-time, part-time staff and replacement staff who work in the program and communicate any important observations of the child to this/these staff members
11. **Review the safety rules of the indoor and outdoor environment with the child (based on age appropriateness)**
12. The staff member will add any concerns with a child's transition to the staff meeting agenda for support and suggestions

If the primary care giver of the child is not available or absent the responsibility will fall to the room partner

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:

Areas in bold indicate additions or revisions