



## Giralang Preschool Unit Orientation to Preschool Procedure

### Aim

The orientation to Giralang Preschool aims to support a smooth transition as children settle into their new environment and become familiar and confident with the educators and the routine.

Once the family has been notified of acceptance at Giralang Primary School's Preschool Unit staff will ensure that:

- 1 Upon collection of the preschool information a time to visit the preschool unit is booked for the child and parent/carer prior to the beginning of the new school year. The preschool will be set up to be appealing and inviting to the child visiting. Visiting families will participate in a parent/teacher interview and be encouraged to ask questions. During this time, the teacher will relay some basic information about the unit. Preschool assistants will spend time building an initial relationship with the child
- 2 The parent/carer will be encouraged to use this interview as an opportunity to discuss any needs that their child may have. Discussion regarding the parent's response to the 'Getting to know your child' ([attachment A](#)) information sheet is also facilitated so that the teacher is able to ensure that all information required under the Education and Care Services national Law (ACT) Act 2011 is collected and recorded
- 3 A general information session for families will be offered prior to the beginning of the new school year. During this time, the staff will inform the parent/s of how the preschool functions, the strategic direction of the school, the session times their child will be attending, the nature of the educational program, information about the National Quality Framework plus all other aspects of preschool life that will affect themselves and their child, e.g. lunch and snack foods, components of an all day program, OH&S issues such as sun safety, medical/health matters including the administering of medication, immunisation, the need for children to be comfortably dressed for active play, footwear etc.
- 4 All the required family and child documentation must be completed, signed if necessary and held by the school before a new child can commence at this preschool. This ensures that information pertaining to the best possible conditions for the health and safety of each child (including any special needs) is in place before the child commences. If a child has an medical condition, the following actions will occur:
  - The ETD medical information forms and management plans will be completed in addition to:
    - A medical conditions risk minimisation form
    - A medical conditions communication plan

- The parent/carer will receive a copy of the Medical Conditions policy
- 5 During the last week of January prior to a child commencing their preschool year, families will receive a letter of welcome from the principal with important reminders



#### Attachment A

#### **'Getting To Know You' – Reflection Points for Parents/Carers**

*(further enrolment information required under the Education and Care Services National Law (ACT) Act 2011)*

*We are eager to know more about your child so that we can become partners in their education and care. Please find below a series of questions to reflect about before coming to the preschool interview. Your answers to these questions may be of assistance, as we know that the preschool's learning programs must begin with your child experiencing a sense of 'belonging' and that the best experiences for children happen when there is a strong relationship between a family and preschool that is evident in the preschool's daily practices.*

**Your child's name:**

Place of your child in the family (please circle)	Only child	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Does your child have any nick names or a name they would prefer than the one listed on their enrolment form							
What are your child's interests or talents?							
What is your child's cultural background? (Regulation 160)							
Are there any special cultural, dietary, religious or needs/considerations/restrictions for your child? (Regulation 160, 162)							
What are your child's hopes, fears or frustrations?							
What would you like your child's teachers to know in order to better understand how your child thinks or learns?(Regulation 74)							
Please comment on your child's skills in socialising? Will they take risks? Is it challenging to sit near other children they don't know well?							

What type of activities does your child like (construction, active, sandpit, games with others, dress ups, creative etc)? (Regulation 74)	
How is your child's general health and wellbeing? Do they take regular medication?	
What else do you want us to know about your child?	

We are looking forward to working with you as a team throughout the year.  
**Giralang Preschool School** Teaching Staff