

Edgeworth Child Care Centre Inc.

Routine & Transition Policy

Aim

Routines and transitions are valuable learning experiences. Edgeworth Child Care Centre aims to provide a smooth and free flowing day that caters for the children's needs.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011

Who is affected by this policy?

Educators
Children
Staff

Implementation

Routines and Transitions are important as they enable educators/staff to facilitate:

- Meeting each child's individual needs, thus routines for individual children will be flexible and change with the child's development. Educators/staff will communicate with Parents to get information about the child's needs and to help maintain continuity between home and care.
- One-to-one interactions which are valuable for educators/staff as they build relationships with individual Children and their understanding of them.
- A smooth and free flowing day.
- The program, including routines, is organised in ways that maximise opportunities for each child's learning.

When planning for guiding transitions, educators/staff will:

- Talk to the children to prepare them for each new transition or routine, to give advance warning of what is going to happen next.
- Communicate with families to gather relevant and current information about the child's needs.
- Be flexible, incorporating request and suggestions from the children, families and other educators/staff.
- Make use of information about the children that is familiar to them, including favorite songs, rhymes, and games.
- Make use of these times as valuable and meaningful learning opportunities.

The Approved Provider/Nominated Supervisor will ensure that this policy will be maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 26 October 2016

Date for next review: October 2017