

Transition Procedure

Aim

To ensure successful transitions for both the children and families currently enrolled and new to our care environments. Transitions will be planned and scheduled in consultation with families using a holistic view of the child; transition leaders will consider the child's age and developmental needs when planning transitions.

Procedure for new families:

The assistant director:

- Will contact families, offer placement and send out **enrolment as well as medical forms and organise health support meeting if required.**
- Discuss with family - available sessions, start dates, bond, transition process medical/developmental support need (if required)
- Schedule an orientation visit for the family
- Initiate a Transition Plan form (replacing the green form and parent visit form. This will include an **estimated start date and a first visit date.** A copy is made and placed in the room diary with 'copy only' clearly stated. The original is passed on to admin.
- Enter bookings onto the projections spreadsheet
- Email transition leader of appropriate room with child's details including full name, date of birth, sessions of attendance, **estimated start date**, medical considerations (if known) and time of orientation visit.

The transitional leader will:

- Conduct initial orientation including room tour (15-30minutes)
- Give family room welcome pack and explain contents
- Check with family for further information around medical considerations – if any medical considerations provide family with medical forms – remind families these forms must be signed by a GP
- Discuss with team leader sessions and organise primary care group
- Inform family of primary care group
- **Schedule all following visits and record these on the Transition Plan–** keeping in mind some children and families may need more transitions than others.
- **Determine the start date with the parent and record on the Transition Plan form.**

The team leader will:

- Organise primary care groups
- Fulfil primary carer responsibility for children in their primary care group
- Manage the performance of the transitional leader and ensure all processes are followed as per this document.
- Conduct orientations in the absence of the transitional leader
- Re-assign responsibilities from this sheet in consultation with staff as they see fit (i.e. there may be agreement that the primary carer may conduct



the initial orientation). The Team Leader is responsible for ensure that this is clearly communicated and documented and **has ultimate responsibility for ensuring processes regarding health care are in place prior to any visits where the parent leaves the duty of care with staff.**

- **Ensure the Transition Plan is returned to the front desk directly after each visit from a family.**

Primary care educators will:

- Conduct transitional visits with children entering their primary care group
- Support the transitional leader
- Ensure ILP's, my child has been returned
- Ensure all health care processes are in place including:
 - **Photoboard update, allergy buddy complete, copies of medication authorities and action plans are filed with accident / injury record keeping and has been signed by all staff as sighted, chef is informed of dietary requirements.**

Administrative staff will:

- Take responsibility for keeping the original **Transition Plan ensuring it is taken into the room with the family at all visits prior to commencement.**
- Ensure families enter the rooms for their first visit **only after filling in enrolment forms and collect all medical forms.**
- **Take a copy of medical forms as soon as they are returned and take through to the room** (with the transition plan if they are returned prior to a visit). File original enrolment form and medical forms in the child's file at the front desk.
- Where medical forms are not returned the family is informed that any further visits will need to be accompanied by the parent until medical forms are returned. This is recorded on the **Transition Plan.**
- Set up account on SPIKE system
- Take payment of child care bond
- Enter bookings onto SPIKE **on advice from the transitional leader**
- Assist families with queries regarding CCB, CCR and accounts
- Let assistant director know of any custody orders in place
- Print new emergency contact information for each room and office
- Print a copy medical considerations from SPIKE system and pass onto the chef

****The Transition Plan should travel from the front desk with the family to the room at all visits and back again to the front desk directly after visits. Escorting families in and out will therefore be necessary with visits****

Procedure for existing families:

The assistant director will:

- Organise transitional projection information in advance for children moving from one room to the next (during week 5 of term) for transitional leaders
- Pass information to transitional leaders – paper copy including calendar – email copy

The transitional leader will:

- Consult with transitional leaders from other rooms to organise and schedule transitions (3 weeks in advance of projected move date)
- Consider the individual child's:
 - developmental stage
 - Emotional readiness
 - Friendship groupings
 - Attachments
- Consult with families in regards to transition schedule and amend where required
- Organise orientation for family to attend in the new room in consultation with new primary care educator and family. If a health support meeting is required the transition leader will organise for this to take place at the same time ensuring the attendance of the assistant director, current and future primary carer and family.
- Organise child's existing information to be archived in administration area.
- The nest and river transitional leaders will confirm with administrative staff the date of when the child will start in the new room.

The primary care educator will:

- Conduct orientation visit for the family
- Fulfil the role of transitional leader in their absence
- Attend health support planning meeting
 - Ensure all health support processes are in place prior to the first visit including Photoboard update, allergy buddy complete, copies of medication authorities and action plans are current, filed with accident / injury record keeping and has been signed by all staff as sighted, chef is informed of dietary requirements.

The administrative staff will:

- Adjust room groupings on SPIKE after receiving confirmation from the transitional leaders