

WODEN EARLY CHILDHOOD CENTRE

GROUPING CHILDREN POLICY

POLICY STATEMENT: *Movement of the children between rooms, while keeping within licensing guidelines is roughly determined by age. It remains flexible and depends primarily on the individual child's readiness to move into another group and vacancies within the Centre. We aim to make the transition between rooms as smooth and stress-free as possible for the children and their parents.*

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: the code of Ethics states that "in relation to children I will.. Act in the best interests of all children.... Respect the special relationship between children and their families and incorporate this perspective in all my interactions with children"

"in relation to families I will.... Develop partnerships with families and engage in shared decision making where appropriate. Acknowledge the rights of families to make decisions about their children."

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: ACT Centre based Children Services Conditions 2000 1.17, 1.18

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide 2005 PRINCIPLES 1.1, 1.3 , 2.3, 7.3 1.4, 5.1

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

linking policies and documents

enrollment policy

Inclusion Policy

Source Documents:

Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

Key Resources:

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

Movement of the children between rooms, while keeping within licensing guidelines is roughly determined by age. It remains flexible and depends primarily on the individual child's readiness to move into another group and vacancies within the Centre. We aim to make the transition between rooms as smooth and stress-free as possible for the children and their parents.

Nursery	Birth to 18 months
Toddler Room	18 months to 2.5 years
Introduction to Preschool	2.5 years to 3.5 years
Preschool Room	3.5 to school age

In keeping with the Centre's philosophy, each child will be considered individually. Consideration will be given to the child's social/emotional development, existing friendships, room expectations including routines, and the child's independence skills. Children with additional needs will be placed according to their developmental needs. If necessary, assistance will be sought to make their inclusion in the group the most positive experience for them, other children in the group and staff members. This may require assistance from a support worker for children with a disability or a bilingual support worker for children from a non-English speaking background.

When staff feel a child is ready to move to the next group, and an equivalent full-time or part-time position is available, parents are approached to ascertain their views which are respected. Any concerns parents may have will be discussed with the staff. Parents are welcome to see and discuss developmental records/ portfolios that are kept for each child with the room leaders at a convenient time. When a child moves to the next room, these records are passed on to the staff in that room.

When parents and staff are in agreement, a child will move into the next group as soon as a position becomes available. This may take place almost immediately, as a child may leave the Centre unexpectedly, creating a vacancy. At other times it may take longer. Parents will be notified of the date their child will be moving to the next room, and will be introduced to the staff in their child's new room.

Parents who have any concerns regarding this process are encouraged to discuss their concerns with the room leader in their child's room or with the centre director.

Staff members communicate frequently with each other regarding the children's progress. Children also have various opportunities to get to know all staff members, and often will spend time in the next room "getting ready" to move on. Once they have moved into the next room, children are welcome to visit their previous room.

Woden Early Childhood Centre

Cover page format adapted from Child Care Co-operative Model Policy to fit with our existing content