Orientation Procedures

When commencing at The Peter Toms Early Learning Centre it is important that each boy has an opportunity to spend time in their new environment with a parent/guardian. After enrolment has been confirmed with the Director of Admissions, the Director of the Early Learning Centre will send an Orientation Pack in October the year prior to commencement.

Within the Orientation Pack is the following:

- A welcome letter inviting the boys and parents to a Saturday Orientation interview with their teacher in their new classroom
- Email addresses for the Director and future teacher to make contact
- Commencement/Transition Program timetable for the first 2 weeks of the year
- Confidential Emergency Information form
- Background information form
- ELC Philosophy
- Uniform brochure
- Additional items list
- Photographs of teaching staff
- Security access letter
- Website links to the Centre’s Policy and Procedures Manual and Parent Handbook

Orientation Meetings

Each boy and their family are invited to come and meet with their future classroom teacher, Director and spend time in their classroom. Parents and boys are able to ask questions and share information about themselves. The teacher will discuss the program, planning procedures, documentation processes, general daily operations, goals and philosophy. This provides a time for both parents and boys to begin to establish a relationship with educators and their new environment. Families can have another tour of the centre if they wish.

Commencement - Transition Program

On commencement into both the 3 & 4 Year Old groups we operate a staggered intake for the first two weeks. The sessions are shorter and can alternate days of attendance as we only have half the group attending on alternate days. This will provide the boys with the opportunity to establish themselves within the new environment, and become acquainted with their teachers and peers without being overwhelmed. Parents are notified of these dates and times in October to help prepare for care.