



**ACT**  
Government

Education

# ACT PUBLIC PRESCHOOL – TRANSITION PROCEDURE

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## 1. Overview

This procedure establishes expectations of educators when considering the imposition of transitions for children in their learning and play.

## 2. Rationale

- 2.1. Children engage in a range of transitions throughout the course of each day. Some of these transitions include: arrival at preschool; transitioning from the care of a parent/guardian into the care of preschool educators; transitioning between learning experiences; routine transitions such as lunch, group sessions or play; movement between settings, classrooms or sites; and afternoon transitions which may include transitioning to an out of school hours care program or family day carer.

## 3. Transitions throughout the preschool day Procedures

- 3.1. School communities are encouraged to collaboratively reflect on strategies that promote a sense of security, belonging and flexibility within learning and transitions.
- 3.2. Educators are encouraged to consider transitions that are respectful of children’s learning, play and their individual needs.

## 4. Transitions beyond the preschool day

- 4.1 Children attending ACT Public Preschools may choose to attend an alternate education and care service that provides wrap around care for preschool. These services may include *Family Day Care*, *Out of School Hours Care*, alternate Early Learning Centres, or Inclusion Support Services.
- 4.2 Parents and guardians are responsible for identifying authorised nominees with permission to collect their child. These include the provider of an out of school hours care service.
- 4.3 School communities are encouraged to work closely with these services to enable and plan a collaborative approach to supporting positive transitions for all children that acknowledges respect for the continuity of learning and wellbeing.

## 5. Contact

- 5.1. The Director, School Improvement Branch is responsible **for this procedure**.
- 5.2. For support regarding this procedure contact **The School Operations Branch** on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

## 6. Monitoring and review

- 6.1. The policy owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

## 7. Complaints

7.1. Any concerns about the application of this policy or the policy itself, should be raised with:

- the school principal in the first instance;
- the Directorate's Liaison Unit on (02) 6205 5429;
- online at [http://www.det.act.gov.au/contact\\_us](http://www.det.act.gov.au/contact_us);
- see also the *Complaints Policy* on the Directorate's website.

## 8. References

### 8.1. Definitions

- **Transition** – movement between spaces, services, people or processes.