



## Placement in Classroom

Date adopted:

Date last reviewed:  
June 2021

Reviewed by:  
Board of Management, staff

Date of next review:  
June 2023

### Policy context:

This policy relates to:

|                             |  |
|-----------------------------|--|
| National Quality Standards. | Element 6.2.1 <i>Transitions</i> Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities. |
| Legislation/Act.            | Education and Care Services National Regulations 2011<br>123 Educator to child ratios—centre-based services<br>156 Relationships in groups                   |

### Documents related to this policy

|   |   |
|---|---|
| Related policies                        | Priority of Access Policy   |
| Forms or other organisational documents | This policy is contained within the Family Handbook and Program and Philosophy Statements.  |
| References                              | Routines: Opportunities for learning and connecting - The Spoke – Early Childhood Australia's Blog   Routines and Transitions: Embracing Opportunities For Learning |

### Policy Review:

|   |   |
|---|---|
| Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.   | Responsibility for review: The Board of Management. |
| Where appropriate staff will be part of the review process.   |   |
| Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families. |   |

## Policy Statement

WWPCCC creates its class structures based upon the professional judgements of staff with the aim of creating the best learning environment for each child.

## Rationale

- Ensure licensing requirements are maintained.
- Offer guidelines for children's placement in the Dolphin Room or Starfish Room.
- To offer children access to a varied program.

## **Procedure**

The Administration team establishes class structures for the following year based upon anticipated enrolments and the number of educators allocated.

- All two year olds and younger three year olds are placed in the Dolphin Room with nappy changing facilities available.
- Children attending the year prior to school with an March, April, May, June, July (to 4) birth date may be placed in Dolphin Room. (Possibility of returning for an additional year -then to Starfish Room)
- Children attending the year prior to school to be placed in 4-5 year old room (Starfish Room) where vacancies permit.

Factors taken into consideration when allocating children to classrooms include:-

- Projected number of students in each age group
- Projected enrolments based on past trends
- The best educational needs of the child.
- Special circumstances such as individual family matters.
- Constraints of resources or facilities
- Social/emotional maturity
- Independence
- Previous class placements

The service will collaborate with families on classroom placement when opportunities arise.

The Nominated Supervisor shall have the final decision on individual placement of children

## **Transitions within the Centre**

- Children are orientated into each room e.g. introduced to group, where personal items are kept, and routines.
- Children moving from Dolphin to Starfish have opportunities to work in the Starfish room due to open program throughout the year.
- Expectations/goals are shared with children/families in newsletters and displayed in the classrooms along with the program.