

TROUBLE FREE Transitions

- New children
- Welcome to families
- School holidays
- Change in management
- New staff
- Change in programs
- New year
- Change in premises
- Growing up



A GUIDELINE TO HELP CENTRES MOVE SMOOTHLY THROUGH THE VARIOUS TRANSITIONS WITHIN OUT OF SCHOOL HOURS SERVICES



Get your year off to a flying start!



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A SPECIAL OFFER FOR NETWORK MEMBERS AND ASSOCIATES

The management of transitions in OOSH is of critical importance in the operation of a quality service. Orientating and educating staff and management on the importance of transitions is essential.

Do you have the right tools?

To assist services to address this important quality issue, Network is releasing an essential resource at low cost for our members and associate members. "Trouble Free Transitions" is a publication to assist OOSH Services manage the many transitions in the service and provide guidelines and handy checklists to assist the service in implementing transitions. The publication comes ready for inserting into your policy and procedures folder or staff handbook with holes punched for use in a 2 ring binder including dividers.

- ### What's covered ?
- Moving into the New Year
 - Starting new families
 - Welcomes and farewells
 - Transitions to holidays and back
 - Temporary change of location
 - Winding down the school year
 - Staff changes
 - New management committee
 - Children's developmental transitions
 - Plus accompanying checklists and a yearly timetable.

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