

ENROLMENT AND ORIENTATION

AIMS

- For the enrolment process to be planned and implemented.
- To consider culture and language in the enrolment and orientation process.
- To ensure documentation, including authorisations, are completed during the enrolment and orientation process.
- To ensure a thoughtful process is planned in consultation with families, to orient a child and family to the preschool.

EXPLANATION

Enrolment and orientation procedures form the foundation for strong relationships between families and preschool and promote a quality experience of education and care for children.

Good procedures include consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families.

PROCEDURES

Pre Enrolment Orientation

Our preschool welcomes visits from prospective families and children. The Nominated Supervisor may provide the visiting family with a tour of the service environment and information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- Introduction to educators and staff;
- the physical environment;
- administrative matters, cost and fee payment methods;
- how to provide feedback; and

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- Explanation of funding and the requirement for a minimum two day attendance for four year olds. Higher daily fee for three year olds due to no Department of Education and Communities funding; and
- Enrolment for one day attendance is not available for children eligible for funding.

Next Steps

Following a pre-enrolment orientation a family may wish to place their child's name on the waiting list. After consideration of access guidelines and availability of a position by the Nominated Supervisor, the child/children may be offered a position at the centre.

The family will be asked to accept the offer of the position.

Enrolment

The Nominated Supervisor will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family and will include;

- An enrolment for that includes authorisations;
- Fee policy
- An information booklet';
- PEDS Form;
- Orientation checklist;
- Belonging, Being & Becoming Parent Form.

The information in the enrolment package is retained by the family for future reference.

Prior to conducting the enrolment interview the Nominated Supervisor should consider the language and cultural needs of the family. A translator may be required along with an alternative venue for the enrolment visit.

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During the enrolment interview a process of orientation will be planned in collaboration with families to provide the best possible start for the child at the service.

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A bond payment as outlined in service fee policy;
- Current Immunisation records;
- Birth Certificate; Passport or other identification;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including medical conditions, health and development concerns); and
- Completed Risk Minimilisation Plan (Asthma, Allergies and Anaphylaxis).

This information will be kept at the service premises in accordance with service policies and the *Education and Care Services National Regulations 2011*.

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Prior to Formal Commencement:

- Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions and how to manage them if required.
- The Nominated Supervisor will inform the educators and staff of the intended time for any pre-commencement orientation visits.
- A family member will remain in the premises service during these orientation visits. The family must sign the visitors book on arrival and when they leave. The child cannot be left at the service until they have formally commenced at the service and are therefore not included in ratios.
- During the orientation process educators and staff will interact with the child and actively encourage them to engage in the service program and activities. They will also be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios.
- Families will be guided through the enrolment checklist to ensure all documents and information has been explained and provided.

Upon Commencement

On the child's first day of attendance educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required. If parents require, educators will contact the family to let them know how their child is settling.

The Nominated Supervisor will undertake a final check of enrolment details, authorisations and information updates prior to the family departing the service.

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Priority of Access

- Children who enrol for three days;
- Existing children already enrolled in the preschool;
- Eligible children, turning four before 31st July in the year they are enrolling, in order of application;
- Younger siblings of children, who will be concurrently attending, the preschool;
- Three year olds in order of application date with siblings who previously attended Birubi Point Community Pre School;
- Three years olds in order of application.

EVALUATION

Successful orientation and enrolment procedures promote smooth transitions between home and preschool. Information sharing and the signing of authorisations ensures a safe and secure environment for the child.

SOURCES

Department of Education, Employment and Workplace Relations
www.deewr.gov.au

REVIEW DATE

Review will be as required, when procedure, practice or legislation changes.