

ENROLMENT AND ORIENTATION POLICY

August 2019

INTRODUCTION

Enrolment and orientation procedures form the foundation for strong relationships between families and the preschool setting and promote a quality experience of education and care for children. Good procedures include consistent information around preschool operation and authorisations promoting compliance and a safe and secure environment for children and families.

GOALS

- Enrolment and orientation processes are planned and implemented.
- Due consideration is given to the various cultures and languages of children and families in undertaking processes.
- All documentation, including authorisations, is completed during the enrolment and orientation process.
- A thoughtful process is planned in consultation with families, to orient a child and family to this preschool, its culture and practices.

STRATEGIES

Pre-enrolment orientation

Our preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated staff member may provide the visiting family with a tour of the preschool 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;

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 the availability of a position by the Nominated Supervisor, the child/ren may be offered a position at the preschool.
- The family will be asked to accept the offer of the position by paying a non-refundable Administration fee and refundable booking deposit of 2 weeks fees

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 form that includes authorisations;
- Current fee structure and payment details
- An information booklet on the preschool including an orientation checklist
- A Starting Preschool booklet for each child which visually depicts the early days of preschool and what to expect;

- Policies including, but not limited to, those required under Regulation 168;
- Information on National Quality Framework, National Quality Standards, and the EYLF;

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

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.

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

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

- A completed enrolment form including authorisations;
- Current required Immunisation records;
- Birth Certificate, Passport or other identification of identity and Date of Birth;
- Current contact information for parents and emergency contacts;
- Information on any additional needs a child may have (including medical conditions, health and developmental concerns).

This information will be kept on the preschool premises in accordance with service policies for Privacy and Safe Storage of Records, and the *Education and Care Services National Regulations 2011*.

Prior to formally commencing at the preschool:

- 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 at the preschool with the child during these orientation visits. The family must sign the visitors book/register on arrival and when they leave.
- The child cannot be left at the preschool until they have formally commenced their enrolment, and are therefore not included in the ratios during each visit.
- During the orientation process educators and staff will interact with the child and actively encourage them to engage in the preschool 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.

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. Throughout the day, the family are invited to ring the preschool to check on how their child is settling. Educators will provide them with feedback at the end of the day.

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

EVALUATION

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

Relevant Links to National Quality Standard (NQS)

NATIONAL QUALITY STANDARD			
	Concept	Descriptor	
QA6		Collaborative partnerships with families and communities	
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.	
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.	
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.	
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.	
6.2	Collaborative	Collaborative partnerships enhance children's inclusion, learning and wellbeing.	
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.	
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.	
6.2.3	Community engagement	The service builds relationships and engages with its community.	

Education and Care Services National Regulations:

155	Interactions with children
157	Access for parents
168	Education and care service must have policies and procedures

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

Sources

- Department of Education, Employment and Workplace Relations – www.deewr.gov.au
- Education and Care Services National Regulations 2011: 177
- Links to National Quality Standard: 6.1.1, 7.3.5