



Enrolment and Orientation

Quality Area 6: Collaborative partnerships with families and community.

Policy Statement

Enrolment and orientation form the foundation for strong relationships between families and preschool, to 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.

Goals – what are we doing?

- Enrolment and orientation processes are planned and implemented.
- Due consideration is given to culture and language in undertaking processes.
- 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 the preschool.

Strategies – How will it be done?

Pre-enrolment orientation

Our preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated authority may provide an informal talk and tour of the preschool should circumstances permit. Information will include:

- Preschool brochure;
- Approaches to documentation (portfolios), EYLF curriculum and the daily diary;
- Introduction to educators;
- Introduction to the physical environment;
- Administrative matters, cost and fee payment methods;
- How to provide feedback.

Next Steps

Following a pre-enrolment orientation a family may wish to place their child's name on the waiting list. Phone enrolment is also accepted; with the invitation to make a follow-up visit. After consideration of access guidelines and availability of a position by the Nominated Supervisor, the child/ren may be offered a position at the preschool. The family will be contacted and asked to accept the offer of a position. The family will then make a time to come into the centre to proceed with enrolment details.

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;
- A survey establishing the child’s interests and skills;
- Current fee structure and payment details;
- An information brochure on the centre;
- A policy folder is located in the foyer and contains policies, but not limited to those required under Regulation 168;
- Information on the Code of Ethics, National Quality Framework, National Quality Standards and the Early Years Learning Framework is located in the foyer;
- Information on the Child Care Rebate (CCR) from Centrelink;
- Referred to our website for policy information and for future reference;

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

- A completed enrolment form including authorisations;
- A membership fee as outlined in the fee policy;
- Current immunisation status
- 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 developmental concerns).

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

Prior to formally commencing at the centre:

- Prior to the child’s first day educators and staff will familiarise themselves with information about the child from the enrolment form provided. They will ensure they are aware of any medical conditions and how to manage them if required. This information is also recorded on the noticeboard in the First Aid Room.
- A family member will remain at the centre during the orientation visit. The family must sign the visitor register on arrival and upon departure. The child cannot be left at the centre until they have formally commenced and are therefore not included in the ratios.
- During the orientation process educators will interact with the child and actively encourage them to engage in the centre activities. Educators will also be available for 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 child. Educators will reassure the family and assist with the separation if required. During the day educators will contact families if their child doesn't settle.

A care package will be sent home which includes the daily routine, a teabag and coffee sachet, and a reassurance letter.

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

Evaluation

Successful orientation and enrolment procedures promote smooth transitions between home and the centre. Information sharing and the signing ensure a safe and secure environment for the child.

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