



# Enrolment and Orientation

Review Date: 09/05/2018

## Introduction

Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings 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.

## Goals – What are we going to do?

- Enrolment and orientation processes are planned and implemented.
- Due consideration is given to culture and language in undertaking processes.
- Documentation, including authorisations, are completed during the enrolment and orientation process.
- A thoughtful process is planned in consultation with families, to orient a child and family to the education and care service.

## Strategies - How will it be done?

### Pre-enrolment orientation

Our education and care service welcomes visits from prospective families and children. The Nominated Supervisor or delegated authority 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;

## Next steps

Following a pre-enrolment orientation a family may wish to place their child's name on the waiting list.

A waiting list will be kept for:

- Children who have not yet turned three but wish to be considered for enrolment should a place be available on or after their third birthday.
- Children who are eligible to attend pre-school but cannot be accommodated due to a lack of places i.e. we have no current vacancies.
- Children who currently attend Evans Head Pre-School but do so on days which are less than ideal i.e. they require additional days or they would prefer to access alternative days to those they currently occupy.

After consideration of access guidelines and availability of a position by the Nominated Supervisor, the child/ren 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 form - that includes authorisations;
- Parent Policy Guidelines booklet;
- Evans Head Pre-School Association Inc. Brochure;
- Lunchbox Ideas brochure;
- Letter outlining the current fee structure, fees information, payment information and attached Centrepay form;
- Child Information Sheet;
- Family Involvement Form with attached Working with Children Check form;
- Permission to Share Information form;
- IGA Community Benefits form;
- Request for CCB Receipts form;
- Pre-Schools NSW Education for Life Brochure

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.

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 holding deposit 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 developmental concerns).

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

### **Prior to formally commencing at the service:**

1. 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.
2. The Nominated Supervisor will inform the educators and staff of the intended time for any pre-commencement orientation visits.
3. A family member will remain in the premises service during these orientation visits. The family must sign the visitor's book/register 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 the ratios.
4. 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.

## **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](http://www.deewr.gov.au)

Community Childcare Cooperative Sample Policies – [www.ccccnsw.org.au](http://www.ccccnsw.org.au)

## **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.

Parents will be encouraged to call and enquire about their child at any time. Throughout the day, educators may 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 in consultation with the Finance/Administration Officer.

## **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.

**Adopted by the Management Committee  
Signed by: Naomi Simpson, President  
Date Signed: 09/05/2016**

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