



## 3.01 Enrolment and Orientation

### Written By

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### Aim

The aim of this procedure is to ensure that;

- 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.

Enrolment and orientation procedures form the foundation for strong relationships between the 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.

### Strategies

#### 1.1 Priority of Access:

- Enrolment at Bermagui Preschool is in accordance with Priority of Access Guidelines laid down by the Department of Education and Communities. Priority is given to children in line with the following criteria:
- Children in the year prior to school entry
- Children of Aboriginal & Torres Strait Island descent
- Children at Risk of Harm or in crisis situation
- Children over three years of age.
- Priority consideration may be given to children with additional needs or those in special circumstances, at the discretion of the Nominated Supervisor.
- The Nominated Supervisor will notify parents as places become vacant. If no vacancies exist, the child's name will be placed on a waiting list, with places being allocated in accordance with the Preschool's priority of access.

#### 1.2 Eligibility:

Children from any area are eligible for enrolment on attaining the age of 2 years, up to school age. The preschool is open to children of all denominations and nationalities.

### 1.3 Pre-enrolment Orientation:

Our Preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated authority may provide the visiting family with a tour of the Preschool and provide information that may include:

- The Preschool 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

### 1.4 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/ren may be offered a position at the centre. The family will be asked to accept the offer of the position.

### 1.5 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 early education and care service;
- Policies including, but not limited to, those required under Regulation 168;
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics;
- Orientation checklist;
- Feedback form.

If the service is an approved child care provider:

- Information on Child Care Subside (CCS)

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 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 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*.

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

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 Preschool 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 at the service and are therefore not included in the ratios.

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.

## **3 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, 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.

## **4 Evaluation:**

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

## **5 Changes to Enrolment Details:**

Families are required to notify the Nominated Supervisor immediately of any changes to the following:

- Address of both or either parent
- Phone number, both work and home of either parent
- Name, address and phone number of those, other than parents, authorised to collect the child.

## **6 Casual Care:**

A casual care service is available for children enrolled at Bermagui Preschool. Children on the waiting list can also use this service. Parents requiring casual care must contact the preschool before 9.30am on the day the care is required, to see if there are any vacancies on that day. Please refer to the Fees Policy in relation to fees for casual care.

## **7 Termination of Enrolment:**

Parents are required to give the Nominated Supervisor at least two weeks' notice of cancellation of enrolment or full fees will be charged.

### **Abbreviations & Acronyms**

EYLF: Early Years Learning Framework (2010)

ECA: Early Childhood Australia

CCS: Child Care Subsidy

**Relevant  
Legislation**

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

**Resources &  
References**

Department of Education, Employment and Workplace Relations –  
[www.deewr.gov.au](http://www.deewr.gov.au)

**Relevant  
Documentation**

Completed enrolment form including authorisations  
Bermagui Preschool Family Orientation Check List  
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).

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