

BERMAGUI PRESCHOOL



3.01 Enrolment and Orientation

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: October 2025

Review Date: October 2028

Purpose

The aim of this policy is to ensure that:

- Enrolment and orientation processes are planned and implemented
- Due consideration is given to culture and language
- Documentation, including authorisations, is completed during enrolment
- A thoughtful process is planned in consultation with families to support orientation

Enrolment and orientation procedures form the foundation for strong relationships between the Preschool and families, promoting a high-quality education and care experience.

Consistent procedures ensure clear communication about service operations and authorisations, supporting compliance and a safe, secure environment.

Enrolment Procedures

Priority of Access

Enrolment at Bermagui Preschool is in accordance with Priority of Access Guidelines set by the Department of Education. Priority is given to:

- Children in the year prior to school entry
- Children of Aboriginal and Torres Strait Islander background
- Children at risk of harm or in crisis situations
- Children over three years of age

Priority consideration may also be given to children with additional needs or special circumstances at the discretion of the Nominated Supervisor.

Where no vacancies exist, children will be placed on a waiting list and positions allocated accordingly.

Eligibility

Children from any area are eligible for enrolment from 6 weeks to 5 years of age. The Preschool is open to children of all backgrounds, cultures, and nationalities.

Pre-Enrolment Orientation

Prospective families are encouraged to visit the Preschool. The Nominated Supervisor (or delegate) may provide:

- A tour of the service
- Information about philosophy and curriculum
- Introduction to educators
- Overview of the environment
- Fee and administrative information
- Feedback processes

Next Steps

Following a visit, families may place their child on the waiting list. When a position becomes available, an offer will be made and families will be asked to confirm acceptance.

Enrolment

Following acceptance, an enrolment process will be conducted. Families will receive an enrolment package including:

- Enrolment forms (including online access)
- Fee information
- Parent Handbook
- Required policies (Regulation 168)
- Information on the National Quality Framework and EYLF
- ECA Code of Ethics
- Child Care Subsidy (CCS) information

Minimum Enrolment Requirement

To support continuity of care and strong relationships, Bermagui Preschool requires a minimum enrolment of two days per week for all children.

This supports:

- A sense of belonging and emotional security
- Strong relationships with educators and peers
- Engagement in the educational program
- Consistency in routines and staffing

Enrolments of fewer than two days may only be approved in exceptional circumstances at the discretion of the Nominated Supervisor/Approved Provider.

The service will consider cultural and language needs during enrolment. Where required, translators or alternative arrangements will be made.

Families must provide prior to commencement:

- Completed enrolment form and authorisations
- Immunisation records
- Proof of identity (birth certificate/passport)
- Emergency contact details
- Information regarding additional needs (medical, developmental, NDIS plans)

All records are maintained in accordance with the Education and Care Services National Regulations 2011.

Prior to Commencement

Educators will review enrolment information to understand each child's needs.

During orientation visits:

- A family member must remain on site
- Visitors must sign in and out
- Children are not counted in ratios until officially enrolled

Educators will support children to engage in the program while maintaining supervision requirements.

Upon Commencement

On the first day:

- Children and families will be welcomed
- A space will be prepared for belongings
- Educators will support separation and settling
- Families may be contacted regarding their child's wellbeing

Final enrolment checks will be completed before the family departs.

Evaluation

Effective enrolment and orientation processes support smooth transitions and ensure a safe, secure environment.

Changes to Enrolment Details

Families must notify the service of changes to:

- Address
- Contact numbers
- Authorised nominees for collection

Casual Care

Casual care may be available for enrolled children and those on the waiting list, subject to availability. Families must contact the service prior to 9:30am. Refer to the Fees Policy for charges.

Termination of Enrolment

A minimum of two weeks' notice is required to cancel enrolment. Full fees apply if notice is not provided.

References

- Early Years Learning Framework (EYLF)
- Early Childhood Australia (ECA) Code of Ethics
- Child Care Subsidy (CCS)
- Education and Care Services National Law
- Education and Care Services National Regulations 2011
- Regulations 160, 161, 162, 168

Enrolment Checklist

- Completed enrolment form and authorisations
- Immunisation records
- Identification documents
- Emergency contacts
- Additional needs/medical information

Version History

V1.0 – First Published: Pre-2025

V2.0 – Reviewed: 22/10/2025

Updates include:

- Policy updated and reformatted
- Minimum two-day enrolment requirement added