



Enrolment and Orientation Policy

Relevant Legislation

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

Education and Care Services National Regulations: 75; 88; 102; 168(2) (K); 169-175; 177-181.

Links to National Quality Standard for Early Childhood Education and Care-Element 4.2.1; Element 6.1.1; Element 7.3.1; Element 7.3.5.

Priority of Access Guidelines (Child Care Service Handbook 2011-2012)

Introduction

The enrolment process is open and equitable. Enrolments are subject to Australian Government Priority of Access Guidelines. Enrolments and fees are inter-related and interdependent and need to be considered together. This policy reflects our approach to equal opportunity and is based on the principles of equity, inclusion and diversity in which children's rights and interests are paramount.

We value enrolment orientation as an opportunity to share our philosophy and promote the principles of quality education and care for young children in our preschool setting. We recognise the importance of our enrolment orientation to provide the opportunity to build positive and respectful relationships with families. Orientation is organised to create a welcoming environment and a sense of belonging for families within our preschool community in a way which respects individual and cultural diversity. It is a time for educators to share information with families about how our preschool operates and how the child is settling in. It is also a time to share information about the child and the family's expectations of the preschool.

We recognise the value of ensuring that the orientation process provides clear guidelines which help families and children to settle into the preschool. Procedures have been developed to include consistent information around service operation and authorisations promoting compliance and a safe and secure environment.

Policy Goals

At Tathra preschool orientation is planned and implemented in consultation with families to :

- ❖ Welcome and orient the child and family to our preschool community.
- ❖ Ensure enrolment patterns, fee setting and offers of placement occur within a framework which protects the long term financial sustainability of the preschool.
- ❖ Support children to settle into the preschool and establish new relationships.
- ❖ Take into account individual and cultural diversity giving due consideration to culture and language.
- ❖ Ensure documentation, including authorisations, is completed.
- ❖ Provide a transparent enrolment process for all families.

Strategies: What will we do?

The Enrolment Process

The Approved Provider will:

- Ensure our preschool complies with Family Assistance law (If CCB approved);
- Ensure vacant places are filled under the appropriate priority of access policy
- Ensure enrolment patters, grouping and fee settings are planned to protect long term financial viability of the preschool.

The Nominated Supervisor will manage the waiting list to ensure:

- Priority of access is diligently applied

For NSW state funded community based preschools the Priority of Access Guidelines are defined by NSW State Government funding agreements. In no particular order, these are:

- Children who are at risk of harm,
- Children in their year before school (with highest priority given to children closest to school entry)
- Aboriginal and Torres Strait Islander children,
- Children from low income families,
- Children from culturally and linguistically diverse backgrounds,
- Children with disabilities.

Groupings

Enrolments and staffing arrangements are organised to provide continuity for children on a daily basis. A sense of belonging is nurtured when children encounter the same people on the days they attend preschool.

Tathra Preschool supports (as minimum allowable standards) the following ratios and associated group sizes

Child Age	Group Size	Staff-to-child ratio
36 months and older	20 children	1:10

Pre-enrolment Orientation

At Tathra preschool we welcome 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 will 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;

- 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. 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 and pay a non-refundable holding deposit to secure the place.

Enrolment

The Nominated Supervisor will conduct an enrolment induction following the acceptance of an offer. An enrolment package will be given to the family and will include:

- An enrolment form-which includes authorisations;
- Current fee structure and payment details which includes affordability assistance forms/procedures;
- Tathra Preschool **Enrolment Handbook** which includes policies including, but not limited to, those required under Regulation 168;
- Questionnaires for families to share family Information.
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics brochure;
- Orientation checklist;
- Feedback form.

Tathra Preschool is an approved child care provider for **Registered Care** and will provide a **Child Care Benefit (CCB) statement** for claiming purposes for each term upon request. Fees for that term need to be finalised before a statement can be issued.

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

Prior to conducting the enrolment interview the Nominated Supervisor will 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 an enrolment induction 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;
- Completed questionnaires.
- Two week fees in advance 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:

- 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 and official date for commencement.
- A family member will remain on the premises service orientation visits. The family must sign the visitors 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.
- 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.

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. Educators will contact the family if there are any concerns.

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

Evaluation

Successful orientation and enrolment procedures promote smooth transitions between home and Preschool in which families feel a sense of belonging. Information sharing and the signing of authorisations will ensure a safe and secure environment for each child.

Procedures and Forms

- [Waiting List Booking Form](#)
- [Enrolment Form](#)
- [Procedure for updating personal Information](#)
- [Enrolment Handbook](#)

Links to other Policies

- [Enrolment policy](#)
- [Accidents, Emergencies and First Aid](#)
- [Confidentiality and Privacy policy](#)
- [Enrolment and Orientation](#)
- [Excursions](#)
- [Grievances and Complaints Policy](#)
- [Health Hygiene and Infection Control](#)

- Medication and Medical Conditions
- Payment of fees
- Guiding Children’s Behaviour Policy
- Staff Induction Policy
- Staff Appraisal Policy
- Confidentiality and Privacy Policy
- Staff Immunisation Policy
- Grievances and Complaints Policy
- Interaction with Children Policy
- Arrivals and Departures Policy
- First Aid Policy
- Emergency Procedures Policy
- Sun Protection Policy
- Water Safety Policy
- Health Hygiene and Infection Control
- Incident, Injury, Trauma, Illness Policy
- Medication and Medical Conditions
- Work Health and Safety Policy
- Nutrition Policy
- Staff ,Student, Volunteer Induction Policy
- Child Protection Policy
- Interaction with Children Policy
- Work Health and Safety Policy

Sources and References

DEEWR child Care Services Handbook 2011-2012. (Department of Education, Employment and Workplace Relations). Website : www.deewr.gov.au

Tathra Preschool Enrolment Handbook.

Privacy Law. Access website www.privacy.gov.au/law

UNICEF (n.d) fact sheet: A summary of the rights of the child under the Convention on the Rights of the child (March 2011). www.unicef.org

Early Childhood Australia (ECA). Code of Ethics. Access website: www.earlychildhoodaustralia.or.au/codeofethics

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2021 or when procedure,
practice or legislation changes.