

Policy Statement

Enrolment and orientation procedures form the foundation for strong relationships between families and our preschool and promoting quality experience of education and care for children. We recognise that families are children's first and most influential teachers. Enrolment and orientation are developed to create a welcoming environment where all children and families are respected and actively encouraged to collaborate.

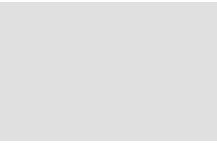
Our philosophy embraces the 'Circle of Security' which provides framework for this policy *"Secure attachment relationships with caregivers are a protective factor for infants and preschoolers, setting the foundation for social competence and promoting effective functioning of the emotion regulation and stress response systems"*.

The orientation process provides the formal invitation to share information concerning preschool operations, authorisations and compliance. It is the formal invitation to actively engage in our Preschool, to contribute, discuss and debate as we embrace continuous improvement in all aspects of our service operations.

Policy Goals

Orientation is organised to create a sense of belonging for children and families to:

- Respect individual and cultural diversity.
- Ensure children and families feel welcome.
- Provide opportunities to develop partnerships with families and support transition to preschool planning for each child.
- Provide opportunities to engage with orientation experiences.

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- Obtain information, engage with referral agencies, meet met legislative requirements and observe any legal and or custodial issues

Strategies; How will it be done?

Enrolment

Enrolments will be accepted according to the NSW Government funding agreement.

Enrolment Form

The enrolment form must be completed by each enrolling family. Support and culturally appropriate language resources are provided where families are not fluent in English. At enrolment the preschool will collect information that will support continuity of care between home and the preschool. The enrolment record will include the following information for each child:

- Full name, date of birth and address of the child.
- Name, address and contact details of each parent of the child.
- Name, address and contact details for any person authorise by the parents who
 - Can act as Emergency contacts and/or
 - Can collect the child from the preschool and/or
 - Can consent to medical treatment or to authorise administration of medication to the child and/or
 - Can give approval for an educator to take the child out of the preschool.
- Details of court orders, parenting orders or plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.
- Gender of the child.
- Language used in the child's home.
- Cultural background of the child and child's parents/guardians.
- Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need).

- Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Authorisation for the preschool to take the child on any regular outings.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical condition.
- Details of any allergies or anaphylaxis diagnosis.
- Any medical management plan, anaphylaxis/asthma/diabetic/epilepsy management or risk minimisation plan.
- Details of dietary restrictions for the child
- Immunisation status of the child. Under current regulations, to attend this preschool, a child must be on a recognised immunisation program unless an exemption is granted by a medical practitioner.
- Recording of permissions given by parent on aspects of child's experience at preschool eg for use of child's art work, sunscreen application, etc.
- All information will be checked before enrolment is complete including the child's immunisation status.

A Privacy Statement attached to the enrolment form which details:

- The name and contact details of the preschool.
- Parent/guardian access to their information.
- Reasons the information is collected.
- The organisations to which the information may be disclosed
- Any law that requires the particular information to be collected.
- Consequences for not providing the required information.

Enrolment forms will be updated annually or when a family's circumstances change, to ensure information is current and correct.

Custody Arrangements

The Education and Care Services National Regulations requires our preschool to have details of all custodial and access arrangements.

- Enrolling family members are responsible for informing the Nominated Supervisor of custody and access arrangements on enrolment and must advise the Nominated Supervisor immediately of any subsequent alterations to these arrangements
- All relevant legal documentation is to be shown to the Nominated Supervisor and a copy will be maintained in the child's enrolment record.

Orientation

The orientation and settling in period will consider and respect the needs of both families and children.

Our preschool will provide options for orientation which includes opportunities to

- Visit the preschool and have a tour of the premises
- Meet teachers, educators, non-contact staff, other children and families,
- Become familiar with Family Handbook (policy and procedures) and ask questions.
- Stay with their child during the settling in process
- Share information about their child and any concerns, doubts or anxieties they may have in regard to enrolling their child at the service.

Role and Responsibilities

Approved Provider will

- Ensure the preschool operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.
- Provide opportunities (in consultation with the Nominated Supervisor and staff) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.

- Ensure that enrolment forms comply with the requirements of Regulations 160, 161, 162.
- Ensure that enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183).
- Ensure that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where permitting the parent's entry would pose a risk to the safety of children or staff, conflict with any duty of the Approved Provider, Nominated Supervisor or educator under the Law, or if the Approved Provider or Nominated Supervisor reasonably believes that permitting the parent's entry would contravene a court order. (Regulation 157)

Nominated Supervisor

- Provide enrolment application forms.
- Maintain a waiting list.
- Maintain an immunisation register.
- Collect, receipt and bank enrolment fees.
- Offer places in line with this policy and criteria for priority access and provide relevant paperwork to families in accordance with this policy.
- Provide a monthly report to the approved provider regarding the status of enrolments.
- Store completed enrolment application forms in a lockable file (refer to privacy and confidentiality policy) as soon as is practicable.

Early Childhood Educators will

- Act in accordance with the obligations outlined in this policy.

- Respond to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required.
- Ensure that enrolment forms are completed prior to the child's commencement at the service.
- Develop strategies to assist new families to:
 - Feel welcomed into the preschool.
 - Become familiar with service policies and procedures.
 - Develop and maintain a routine for saying goodbye to their child.
 - Provide comfort and reassurance to children who are showing signs of distress when separating from family members.
 - Share information with parents/guardians regarding their child's progress with regard to settling into the preschool.

Families will

- Have access to this policy. Understand and comply with this policy the content via orientation procedures of the Preschool.

Monitor, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact

on the provision of education and care to any child enrolled at the Preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected

Relevant Legislation	<ul style="list-style-type: none">➤ Education and Care Services National Law Act 2010: Sections 167, 170, 17➤ Education and Care Services National Regulations: Regulations 102, 102D, 160, 161, 162, 168(2)(k), 177, 183➤ Privacy Act 1988➤ Public Health Act 2010 No 127: Part 5 Division 4, Section 87➤ Health records and Information➤ Privacy Act 2002 (NSW)➤ Family Assistance Law www.dese.gov.au		
Guidelines, Standards and Frameworks	<ul style="list-style-type: none">➤ National Quality Standard, Quality Area 5: Relationships with Children - Standard 5.1, 5.2➤ National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities - Standard 6.1➤ National Quality Standard, Quality Area 7: Governance and Leadership; Standard 7.1		
Sources and References	<ul style="list-style-type: none">➤ https://www.circleofsecurityinternational.com/circle-of-security-model/what-is-the-circle-of-security/➤ Priority of Access Guidelines for childcare services https://www.dese.gov.au/early-childhood-and-child-care-case-studies/resources/priority-access-guidelines-child-care-services		
Updated	April 2022	Review Date	2024 or when procedure, practice or legislation changes.