



Enrolment and Orientation

Approved by board on: 5th September 2023
Scheduled review date: 5th September 2025

Introduction

Our Preschool will implement a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and family as well as ensuring all legislative requirements, including the Australian Government Priority of Access Guidelines are adhered to.

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

A thoughtful process considers how children will separate, strategies to support families and support from local partners when required. Home language, cultural background and family priorities are considered at all times during the enrolment and orientation process.

Purpose

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

Policy

Pre-enrolment orientation

When appropriate and the health and safety of our community is not compromised (considering Covid safe practices) our Preschool welcomes visits from prospective families and children. The Nominated Supervisor or a delegated Team Leader 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;
- how to provide feedback.

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Next steps

Following a pre-enrolment orientation, a family may wish to place their child's name on the waiting list, available online. After consideration of the priority of access guidelines and availability of a position by the Nominated Supervisor, Administrative Officer or Educational Leader, the child/ren may be offered a position at the Preschool.

The family will be asked to accept the offer of the position.

- All forms are available on the website www.forbepreschool.com This includes the wait list form, the enrolment form and the updated enrolment information. An iPad is available at the preschool for families who do not have access to the internet.

Enrolment

The Nominated Supervisor and/or the team leaders will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family and will include:

- A library bag with preschool merchandise;
- An information book about the Preschool;
- A hat
- Access to policies including, but not limited to, those required under Regulation 168;
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- Munch and Move Information;

Prior to conducting the enrolment orientation/interview the Nominated Supervisor or team leader 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 orientation/interview a process 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 online enrolment form including authorisations;
 - Full name, date of birth and address of the child.
 - Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the service.
 - 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.

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- 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 service to take the child on 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 management or risk minimisation plan.
 - Details of dietary restrictions for the child.
 - Immunisation status of the child
 - All information will be checked before enrolment is complete including the child's immunisation status.
- Current Immunisation records;
 - Birth Certificate, Passport or other identification;
 - Current contact information for parents and emergency contacts;
 - Information on child's additional needs (including medical conditions, health and developmental concerns).

Custody Arrangements

The Education and Care Services National Regulations requires our service 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.

A re enrolment form is completed annually for children returning to preschool the following year.

A Privacy Statement is completed annually, the form includes:

- the fact that enrolling parents/guardians are able to gain access to their information;
- why the information is collected;
- the organisations to which the information may be disclosed;
- any law that requires the particular information to be collected;
- the main consequences for not providing the required information.

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This information will be kept at the service premises in accordance with service policies and the *Education and Care Services National Regulations 2011*. All information will be securely filed on the Administration and Director's shared Drive.

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. Updated enrolment information will be an agenda item at each staff meeting.
2. During the orientation process educators and staff will interact with the child and actively encourage them to engage in the service program and experiences. 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. This is an opportunity for the leadership team and educators to get to know the children and families and identify additional supports that may be needed, for example referrals or additional support in the class.

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 may contact the family to let them know how their child is settling.

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

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

Responsibilities

Approved Provider

- Ensure the service 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.
- Providing 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.
- Ensuring that enrolment forms comply with the requirements of Regulations 160, 161, 162.

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- Ensuring 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).
- Ensuring 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

- Providing enrolment application forms.
- Ensure an up to date wait list is maintained and monitored regularly.
- Maintain an immunisation register.
- Ensure places are offered in line with this policy and criteria for priority access and providing relevant paperwork to families in accordance with this policy.
- Storing completed enrolment application forms in a secure and confidential system (refer to privacy and confidentiality policy) as soon as is practicable.

Educators

- Acting in accordance with the obligations outlined in this policy.
- Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required.
- Ensuring that enrolment forms are completed prior to the child's commencement at the service.
- Developing strategies to assist new families to:
 - feel welcomed into the service;
 - become familiar with service policies and procedures;
 - to develop and maintain a routine for saying goodbye to their child.
- Providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- Sharing information with parents/guardians regarding their child's progress with regard to settling into the service.

Administration Officer

- To ensure all information is up to date, shared to appropriate educators and filed securely
- To keep updated sign in sheets

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- To input information into the Kinder m8 program and keep up dated in the classrooms.

Related Documents

Enrolment form

Waitlist Form

Medical Risk Minimisation Plan

Priority of Access policy

Medical Procedures Policy

Risk minimisation plan