

## ENROLMENT AND ORIENTATION POLICY

### AIM

*To ensure all new families are given the appropriate information required and have the opportunity to meet the educators who will be caring for their child/ren.*

### IMPLEMENTATION

*Prior to enrolment, staff and families should consult the **Waiting list policy**.*

#### **Leadership will:**

- Ensure families are given relevant information (Centre handbook) and documents (including enrolment forms and health forms) when they are offered a placement and prior to starting Care/Preschool.
- Ensure regular tours of the Centre are organised each term and designate members of Leadership to run these tours.
- Offer care for children aged from birth to commencement of school age. Children of school age may access OSHC from Forbes Primary School.
- Maintain and manage the waiting list as per the waiting list policy and priority of access guidelines and offer placements when they become available.
- Offer 15 hours of Preschool to eligible children in line with DECD regulations.
- Fill in transition plans for new children and ensure the transition plan is followed.
- Approve extended transition plans when children need more than three visits.

#### **Families will:**

- Be asked to make an appointment to see the Director or other Centre representative. The Director/ Centre representative will discuss the parent's requirements for Child Care or Preschool.
- Be responsible for reading and completing any documents given to them prior to enrolment including:
  - An information pack including- an enrolment form, fee agreement information booklet, parent responsibilities & CCB/CCR fact sheets.
  - An enrolment form with the important aspects highlighted.
  - An information booklet and verbal information about the main points.
- Be encouraged to attend a tour of the Centre prior to submitting an expression of interest.
- Pay the bond equal to two weeks of childcare prior to starting care.
- Place their name on the waiting list if they would like to be offered a placement at the Centre. Families should consult the waiting list policy for further details.
- Organise a minimum of two visits (for the River room) or three visits (for the Nest/Reeds rooms) to the Centre with their child prior to commencing care. Further visits can be negotiated with the Director/Assistant Director.
- Return enrolment forms during the visiting process with an original document detailing the child/ren's date of birth. These include: a passport, birth certificate, CYH blue book, or any Centrelink documentation for the Centre to photocopy.

- Complete and return any forms related to medical conditions their child has prior to commencing care. Any child/ren who require regular medication e.g. an asthma puffer or special dietary requirements/ allergies will require a plan filled out by a doctor. See **Dealing with Medical Conditions policy** for further details.

**Team Leaders will:**

- Ensure educators follow transition plans for children new to the Centre or moving between rooms.
- Ensure educators are aware of and follow policy.

**Transition Leaders will:**

- Ensure during visits that the child and family are introduced to the main educators of the room, shown around and information can be shared in regards to curriculum, child's voice, portfolios, primary caregiving routines, strengths and interests specific to the child in accordance with the transition checklist.
- Consult Leadership if the child requires an extended transition.

**EVALUATION:**

*The policy is viewed to be working effectively when:*

- All new families receive appropriate information.

**Procedure Form:**

Enrolment form/Parent information pack

Child Care Expression of Interest

**National Quality Standards:**

NA 6: Collaborative partnerships with families and communities.

6.1.1. There is an effective enrolment and orientation process for families.

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Onkaparinga Institute polices	Governing Council
1.1	April 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments indentified, including; <ul style="list-style-type: none"> <li>• To include new procedure for enrolment and waiting list</li> <li>• NQS regulations and requirements</li> </ul>	K Cook	
2.0	April 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• To include new procedure for enrolment and waiting list</li> <li>• NQS regulations and requirements</li> </ul>	K Cook	Policy Review Committee
2.1	May 2014 June 2016	Reviewed by policy review committee and staff	P Murray	Policy Review Committee

**Sources:**

*Childcare Handbook 2012- Priority of access guidelines*

**Resource:**

*Onkaparinga Institute Policies 2005*