

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 this policy is reviewed regularly and implemented throughout the site
- 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
- 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 Department of Education regulations.
- Liaise with Partnership directors to find places for zoned children the Centre is unable to place.
- Inform families who they cannot offer a placement in a timely manner.
- 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.
- Ensure timelines of key enrolment/transition dates have been communicated to families and are transparent.
- Touch base with families who have not completed required paperwork before starting.
- Maintain accurate enrolment data
- Oversee transfers of enrolment for students moving to or from another Preschool.
- Oversee enrolment of children into the Preschool program who apply outside of the start of year or mid-year intake process.
- Follow up with families after enrolment or transition to collect feedback on enrolment and orientation process.

Families will:

- Enrol their child in an appropriate Preschool program during the child's eligible year (beginning of the year if they turn 4 before 30th April and starting Term 3 if the child turns 4 between 1st May – 31st October.)
- Provide documentary evidence of a child's name and birthdate when enrolling at the site. Families attending Preschool will also need to provide evidence of address.
- Be responsible for reading and completing any documents given to them prior to enrolment including:
 - An information pack including- an enrolment form, fee agreement, centre handbook, direct debit form, parent code of conduct, social media code of conduct, Xap permission, immunisation information & CCS information
- 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 and within two weeks of accepting an enrolment offer.
- 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 and a copy of the child's immunisation history statement.
- Complete and return any forms related to medical conditions their child has prior to commencing care. See **Dealing with Medical Conditions policy** for further details.
- Understand they will not be able to begin attending until all necessary paperwork is completed and returned.
- Inform the Centre if any of their details change during the enrolment process.
- If families decide to delay preschool to the next calendar year, inform the site as soon as possible. Families who wish to formally withdraw their child from the preschool program must do so before Week 4 of Term 1. Families who wish to re-enrol at the same Preschool must follow the site's waiting list policy.
- Inform the site and provide documentation of any other relevant information including any court orders, medical and health plans and/or documented evidence for eligibility at our site.

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. Families are supported from enrolment to be involved in the service and contribute to service decisions.

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"> • To include new procedure for enrolment and waiting list • NQS regulations and requirements 	K Cook	
2.0	April 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> • To include new procedure for enrolment and 	K Cook	Policy Review Committee

		waiting list <ul style="list-style-type: none"> • NQS regulations and requirements 		
2.1	May 2014 June 2016	Reviewed by policy review committee and staff	P Murray	Policy Review Committee
2.2	Aug 2022	Added reference to Mid-year intake for Preschool (beginning 2023)	P Murray	Policy Review Committee
2.3	Sept 2023	<ul style="list-style-type: none"> • Added requirement to pay childcare bond within two weeks of accepting enrolment offer. • Updated terminology from KidsXap to Xap. 	N Turnadzic	Governing Council

Reviewed: September 2023

Sources: Childcare Handbook 2012- Priority of access guidelines

Resource: Onkaparinga Institute Policies 2005