



## Enrolment and Orientation Policy

The Enrolment and Orientation process forms a foundation for strong relationships between families and early education and care settings and promotes a quality experience of education and care for children. The process includes consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families. Therefore Port Lincoln Children's Centre aims to ensure:

- enrolment and orientation processes are planned and implemented;
- due consideration is given to culture and language in the process;
- required documentation is completed during the enrolment and orientation process;
- the process is planned in consultation with the families.

### Pre-enrolment

The Centre welcomes visits from prospective families and children. Depending on availability the Nominated Supervisor or delegated authority may provide the visiting family a tour of the service and information may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- the physical environment;
- administrative matters, cost and fee payment methods;
- how to provide feedback.

Families are invited to place their child's name on the waiting list. (See waiting list policy) Offers of care are made after consideration of the access guidelines and the availability of a position. The family will be asked to accept the offer.

### Enrolment

Once the offer has been accepted the family will be given the appropriate enrolment pack ( Kindergarten or childcare) . These include:

- Enrolment form;
- Child background information sheet;
- Current fee structure and payment details and policy
- Centre philosophy
- Centre information including Sun smart, Bushfire, Collection of children policies
- Child care package information

Information in the pack is for family to keep for future reference.

At an enrolment interview families will provide the following:

- a completed enrolment form including authorizations;
- Birth certificate or other ID
- current contact information for parents and emergency contacts;
- Immunization information
- Information on children's additional needs( including medical, health and developmental concerns).

All family information will be stored and treated in accordance with the Centre's Confidentiality policy and archived appropriately

The orientation process will be designed to suit the needs of each family and their children considering their individual needs without compromising the Centre's current educational program, children, families or educators.

### Orientation

- Prior to the child's first day educators will familiarize themselves with information about the child from the enrolment form. Making sure they are aware of any medical conditions and how to manage them if required.
- Educators will be informed of the intended time for any orientation visits.
- A family member will remain in the premises during these visits and must sign the visitors book on arrival and departure. The child cannot be left at the Centre until they have formally commenced at the Centre 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 Centre 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 the other children or the required ratios.

### Commencement

On the child's first day educators will welcome the family and child, ensuring that there is space ready for the child's belongings. Educators will reassure the family and assist with separation if required. If necessary educators will contact family to let them know how their child is settling.

### Siblings

The Centre will endeavor to place siblings of children who are:

Currently enrolled

Currently enrolled but leaving before the sibling starts;

Have had a sibling enrolled at the Centre in the past.

Siblings will not receive automatic placement. The family should complete a waiting list application form and the child will be placed on the waiting list. As a vacancy becomes available the sibling will be considered, taking into account:

When the placement on the list was made;

Priority of access.

All efforts will be made to place the sibling, but due to the priority of access guidelines and current length of waiting list no placement guarantee can be given.

### Respite/Emergency care

In the case of an emergency the orientation process may be flexible at the discretion of the Nominated supervisor. When vacancies occur due to the planned absence of a family casual respite care may be offered to families on the waiting list.

National Quality Standards  
National Quality Framework  
QA 6.1.1 Supportive relationships with families  
QA 7.1.2 Management systems

Sources:  
ACEQUA  
Early Childhood Resource Hub  
Education and Care Services national  
Regulations 2011

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