

Enrolment and Orientation Policy

Links to:

Education and Care Services National Regulations 2011.

76, 99, 157, 168, 170, 171, 172, 177, 181,

National Quality Standards.

Quality Area 6. Collaborative partnerships with families and communities.

We accept children who are not immunised.

1. INTENT

- 1.1 All children attending Family House will have had all enrolments forms completed, including immunisation records. Any child with a known medical condition will need to supply a current, and signed health care plan and any medication that is required. The health care plan and medication must follow the Medical Condition Policy.

2. PURPOSE

- 2.1 To provide a supportive, warm, caring learning environment for all children and to ensure the enrolment and orientation process is smooth and well organised

3. SCOPE

- 3.1 When beginning at our service, we want all families to feel confident in the transition and to be well equipped with information that can ease any concern or worries. We encourage families to keep the lines of communication open and there are no silly questions.

4. IMPLEMENTATION

- 5.1 First contact of families will be either via phone, email or face to face. This first initial contact will set the standard of the working relationship. All families will be respected and treated as individuals.
- 5.2 Families will be offered tour of the centre and given a booklet to take home and read.
- 5.3 Families will be encouraged to call, email or call in to ask any questions or to clarify any information.
- 5.4 Once families have decided to enrol at our service, we will collect their email address to send through a link to KidsXap.
- 5.5 The Kidsxap registration will have the information needed to set up a booking.
- 5.6 Should the days required be on days we are fully booked; families will be offered to go on our waiting list or have another day.
- 5.7 Families will be informed of the importance of any know medical condition and the steps required.
- 5.8 Families may start orientation visits.
- 5.9 Orientation visits are set by the service. We recommend at least 3/4 visits.
 - Visit 1: parent stays with the child for a small period. This gives both the child, parent and educator time to talk and get to know each other.
 - Visit 2: parent stays, try to visit over mealtime, either morning tea or lunch.
 - Visit 3: the parent leaves the child for a short period of time. The Parent stays in the building.
 - Visit 4: the parent leaves the child for a longer time. The Parent stays in the building.

- If more visits are needed, this will be determined by the educator in charge of the room and the parent.
- 5.10 As part of our workplace Health & Safety requirements, visitors are required to sign in and out of our childcare facility. As visitors you are responsible for the direct supervision of your child/ren at all times. Please see our visitors' books requirements
- 5.11 All children's enrolment forms will be filed away to protect confidentiality, only relevant information will be shared to the appropriate people.
- 5.12 All families are required to check and update their enrolment forms yearly.
- 5.13 Families are responsible for keeping the centre informed of any changes of circumstances that are relevant to the centre.
- 5.14 Families will be reminded in good time, if they are required to re-new or update health care plans or medication.
- 5.15 Communication is the key to a great working relationship. The centre's email, telephone number will be provided to families and face to face communication will be encouraged. Families are also encouraging to make appointment to speak to the educators or centre director.
- 5.16 On enrolment, families are required to have more than 1 guardian on the enrolment form and emergency back-up phone numbers.
- 5.17 Families must nominate who will be bringing the child/ren to care and who is collecting the child/ren. The centre will not let any child leave under any circumstances with anyone who is not nominated to collect, unless it has been pre-arranged beforehand. (e.g. a visiting family member who does not live locally) Photo ID will have to be presented.
- 5.18 Before the child/ren start, the Nominated Supervisor will ensure the enrolment is completed and signed off.

Priority of Access

- Priority 1: a child at risk of serious abuse or neglect.
- Priority 2: a child of a single parent or parents who satisfy the work/training/study test under section 14 of the "A New Tax System (Family Assistance) Act 1999.
- Priority 3: Any other child/ren.

5. SUPPORTING DOCUMENTS

- 6.1 Education and Care Services National Regulations
- 6.2 Children (Education and Care Services) National Law (NSW).
- 6.3 National Quality Standards.
- 6.4 National Quality Framework.

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