

# ENROLMENT AND ORIENTATION

Reviewed September 2023

## **INTRODUCTION**

Enrolment and orientation procedures form the foundation for strong relationships between families and the preschool setting and promote a quality experience of education and care for children. Good procedures include consistent information around preschool operation and authorisations promoting compliance and a safe and secure environment for children and families.

## **GOALS**

- Enrolment and orientation processes are well planned and implemented, with due consideration given to the various cultures and languages of new children and families
- All documentation, including authorisations, is completed during the enrolment and orientation process.
- A thoughtful process is planned in consultation with families, to orient a child and family to this preschool, its culture and practices.

## **STRATEGIES**

Our preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated staff member will provide visiting families with a tour of the preschool environment and provide information that may include:

- Preschool Statement of Values;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff;
- the physical environment;
- administrative matters, policies and fee payment methods;
- information on the National Quality Framework, National Quality Standards, and the EYLF which can also be found on the preschool website [www.alstonvillepreschool.com.au](http://www.alstonvillepreschool.com.au)

## **Waiting list**

- To start the enrolment process families must complete the Waiting List form (either online, over the phone or in person).
- Children will be offered a position when available according to their position on the waiting list and with consideration of Priority of Access guidelines;
- Acceptance of the offer will be confirmed by payment of a non-refundable Administration fee.

## **Enrolment**

1. On payment of the Administration fee, enrolment information will be sent to the family and includes:
  - An online enrolment form (a hard copy is available if needed)
  - Current fee and fee relief information
  - A Family Handbook,
  - A Starting Preschool booklet for each child
2. Families will provide the following, by the requested date:
  - A completed enrolment form including all required authorisations, and current contact information for parents and at least two emergency contacts;
  - Up to date Immunisation records;
  - Birth Certificate, Passport or other proof of identity
  - Proof of address
  - Privacy Consent form as required by the Dept of Education
  - Information on any additional needs their child may have (including medical conditions, health and developmental concerns).

This information will be kept on the preschool premises in accordance with preschool policies for Privacy and Safe Storage of Records, and the *Education and Care Services National Regulations 2011*.

### Orientation

- A process of orientation will be planned in collaboration with families to provide the best possible start for the child at the preschool.  
Additional orientation may be required for children with inclusion support needs, or those with varied language/cultural backgrounds and this will be determined with each family.
- During the orientation process educators and staff will interact with each child and actively encourage them to engage in the preschool program and activities. They will also be available to answer any questions families may have.
- A family member will remain at the preschool with the child during these orientation visits and must sign- in as a visitor on arrival. The child cannot be left at the preschool until they have formally commenced their enrolment.

Prior to the child’s first day, educators and staff will familiarise themselves with information about the child from the enrolment information provided and ensure they are aware of any medical conditions and how to manage them if required.

### Upon commencement

On the child’s first day of attendance educators and staff will welcome the family and the child. Educators will reassure the child and assist with separation if required. Throughout the day, families are invited to ring the preschool to check on how their child is settling.

### EVALUATION

Effective enrolment and orientation procedures promote successful transitions between home and preschool.

### Relevant Links to National Quality Standard (NQS)

NATIONAL QUALITY STANDARD		
	Concept	Descriptor
QA6		Collaborative partnerships with families and communities
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2		Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2	Access and participation	Effective partnerships support children’s access, inclusion and participation in the program.
6.2.3	Community engagement	The service builds relationships and engages with its community.

### Education and Care Services National Regulations:

155	Interactions with children
157	Access for parents
168	Education and care service must have policies and procedures

#### **Statutory Legislation & Considerations**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

#### **Sources**

- Department of Education, Employment and Workplace Relations – [www.deewr.gov.au](http://www.deewr.gov.au)
- Education and Care Services National Regulations 2011: 177
- Links to National Quality Standard: 6.1.1, 7.3.5