

***Rationale/Aim:***

Enrolment and orientation need to be thoughtfully planned and implemented processes, in order for children and families to settle in comfortably. Effective procedures promote open communications, set the foundations for a trusting partnership and ensure a quality experience. Such procedures provide consistent information and ensure that appropriate documentation is completed promoting a safe and secure environment for all. Consultation with families is considered critical during planning as we strive to meet standard 6.1, “respectful, supportive relationships with families are developed and maintained”.

***Relevant Legislation/Related Documents/References:***

- Education & Care Services National Regulations 2014, Regulation 168(2)(k)
- National Quality Standard 6.1, Elements 6.1.1, 6.1.2, 6.1.3
- Children (Education and Care Services National Law Application) Act 2010
- Department of Education, Employment and Workplace Relations, [www.deewr.gov.au](http://www.deewr.gov.au)
- Community Child Care Co-Operative [www.ccccnsw.org.au](http://www.ccccnsw.org.au)
- Childcare Centre Desktop [www.childcarecentredesktop.com](http://www.childcarecentredesktop.com)

***Procedures/Strategies:*****Orientation:**

Families are welcome to visit the preschool any time that the centre is open for children. The family must sign the visitor’s book with arrival and departure times. The best time is between 9.30am and 12.30pm. Parents are invited to bring their child and stay with them to experience the preschool environment. The preschool is committed to adjusting the process to suit individual families. The clerical worker, if available at the time of the visit may:

- \* Provide and work through the orientation checklist
- \* Show the family around the centre
- \* Tell them about the philosophy & programme
- \* Encourage families to ask questions
- \* Inform them how to provide comments/feedback
- \* Introduce them to workers
- \* Give a general overview of the forms they need to complete
- \* Discuss cost/fees and payment methods
- \* Explain the policies which they need to be aware of
- \* Outline the items which they need to provide for their child
- \* Encourage them to stay, with their child, to observe and participate for a short while

During orientation visits child care workers will interact with and encourage the child and family to participate in preschool activities. Workers will be available to the family whilst ensuring they do not compromise supervision of children or required ratios.

Parent surveys gather information from families to review and assess the procedure.

### **Waiting List:**

The preschool will maintain a waiting list of children who would like to secure a position. If all else is equal the child whose name was placed on the list at the earlier date will be accepted. When a vacancy occurs, the clerical worker will phone the first eligible person on the list. If the person does not answer the 1st phone call, a letter will be sent that same day, to the address given. Another 2 phone calls will be made within the same week. The parent will be given one week from the date of the final phone call to contact the preschool. If there is no reply to the phone calls or the letter by the end of the week the child will have their name removed from the waiting list. Records of the phone calls (with the dates they were made) and the letter (with the date posted) will be kept.

In order for the child to be offered a position, a non-refundable enrolment bond must be paid. This bond will include:

1. \$70 for 1 child and \$140 for 2 or more children (bond).

This will secure a position for the child. If the child takes up this position, the bond will be credited to the child's final fees on their account when they are leaving the preschool. If the child does not take up the position the fee will be retained by the preschool.

### **Allocation of places:**

Placing a name on the waiting list does not guarantee enrolment on the day/s selected, nor does filling out an enrolment form. Enrolment depends upon:

1. Vacancies at the time of eligibility
2. Priority of access
3. Funding body requirements
4. Payment of the enrolment bond

If no waiting list exists, vacancies will be filled on a "first come, first served" basis. The first person who is 3 or more years of age, provides an enrolment form, pays the bond and is prepared to start paying for that position immediately, will be allocated the vacancy.

If vacancies are not freely available then priority access will be given to children who are most in need of the service

- DoCS case managed children or children at risk of harm, 3-6 years of age
- Aboriginal/Torres Strait Islander children, 3-6 years of age with priority to the eldest
- Children from low income families, 3-6 years of age with priority to the eldest
- 4year old children with additional needs
- 4year old children at risk of delay
- 4year old children eligible to attend school the following year who do not fit into any of the above categories with priority to the eldest
- 3-6year old children from culturally and linguistically diverse backgrounds
- Children with additional needs who are 3 or more years of age
- Children at risk of delay who are 3 or more years of age
- Children who are 3 or more years of age, who do not fit into any of the above categories

Age is determined as at 31 July in the year of attendance.

For unfunded children, vacancies for the beginning of each year will be allocated firstly to returning students and their siblings, in order of priority as above, then to those on the waiting list.

Placements during the year will be made when vacancies occur. Placements after the start of term 4 will be made at the Directors discretion.

### **Enrolment Options:**

Each funded child will be offered 2 funded days (15 hours).

No less than 2 days- Enrolment for less than 2 days will only be considered if:

1. The child is deemed by the Director/Board to be unable to cope with more than 1 day at preschool.
2. The preschool has no more than 1 day available
3. The parent cannot afford the cost and no assistance is available

Any child who is enrolled for only 1 day will be working toward enrolment for 2 days.

In order to support the needs of families, children may access more than 2 days if vacancies are available. The child will need to pay the full/unfunded fee for any days they attend which are not funded. Priority will be given to:

1. Parent/s being in full time employment. A parent provides a letter from their employer stating how many days they require, due to employment
2. A child is at risk of harm/developmental delay and would greatly benefit from extra days at the Preschool

In the above situation parents will be informed that their child may be required to return to 2 days attendance if vacancies are required for a priority child.

### **Enrolment:**

Parents offered a position for their child/ren will be supplied with an enrolment package containing:

1. Information Booklet: gives an overview of the centre, lists requirements and expectations and answers often asked questions.

2. Enrolment Form: includes all regulation information and authorisations. Reference will be made to policies, especially those noted in Regulation 168. Assistance will be provided to complete forms, if necessary, giving due consideration to culture and language.

3. Information on payment options including:

- methods of making payment of fees
- how to claim reduced fees
- how to pay via Centrelink deductions
- information about the Child Care Rebate (CCR)

4. Information about bus travel including:

- Private Bus Company (school bus).
- Community Transport bus (preschool bus)

5. Information on:

- National Quality Framework
- National Quality Standards

- Early Years Learning Framework

6. Information about the Preschool Board, including a Membership Form.

7. Evaluation/feedback form

Parents retain all items from this package except the enrolment form and the feedback form. These should be completed and returned to the preschool.

**Before the child commences the family must supply:**

- \* A fully completed enrolment form. All authorisations and documentation is to be completed. Each question requires a response.
- \* Details/reports/action plans for any allergy/medical condition/additional need.
- \* Any court orders regarding custody issues.
- \* Bus permission form if the child travels to/from the preschool by bus.
- \* The child's current immunisation details from the Australian Childhood Immunisation Register, to be copied and attached to the enrolment form. This will confirm the child's date of birth.

**Families are also required to provide:**

- \* Membership form, if wishing to become a member of the association and/or Board
- \* Subsidy Fee Application form if claiming reduced fees.
- \* Centrelink deductions form if choosing this payment option.

**Before the child commences:**

- \* The clerical worker will provide the room leaders with an enrolment form for each child that they will be educating in their room.
- \* The room leaders will do a check of each child's enrolment form to ensure they are informed about the child.
- \* The clerical worker will ensure childcare workers are familiar with child details from the enrolment process, especially medical conditions/allergies/additional needs. The clerical worker will print lists to be displayed in various areas within each room.
- \* The room leader will confirm with the clerical worker that they have read the child's form and everything necessary is in place, before the clerical worker contacts the family to inform them of a start date for the child.

**When the child starts preschool the family needs to send:**

- \* Sleep time bedding; a fabric bag containing a small cushion, fitted sheet and a sheet or light blanket for winter. This is left at pre-school and taken home when soiled or at the end of each term for washing.
- \* A hat with a brim all the way around, each time their child attends.
- \* Their child's lunch and any drinks required. Parents are able to choose what their child eats and drinks, within the limits set by the centres nutrition policy.
- \* A backpack or large bag for the child's personal belongings (not plastic). The child should be able to open and close it themselves.
- \* A refillable water bottle for their child. A bottle with a screw lid/cover is preferred.

\* Spare clothes, especially underwear, in case of accidents or messy play.

\* A library bag (not plastic).

### **The preschool provides:**

\* A ready place for the child's belongings

\* Breakfast Programme

\* Fruit and vegetable platters which the children share for morning tea

### **First day:**

Staff will welcome the child and family. They will be reassured and assisted with separation where necessary. If a child is upset, workers will contact the family during the day to report on settling.

### **Other:**

\* Children are to attend in practical, sun safe, play clothes. Messy activities are part of the programme. Aprons are provided, water soluble materials are used and children are encouraged to be careful; however there are no guarantees. Long dresses and high heels are not recommended. They hamper play and can be dangerous. Braces, overalls and zip front jeans are only to be worn if the child can manage them unaided.

\* The recommended footwear is shoes with grip. Thongs, clogs, high heels, slippers and ugg boots are discouraged.

\* No toys, jewellery or items of value are allowed. The centre cannot assume responsibility for items brought from home.

\* A lost property area will be maintained. Lost articles not claimed by the end of each term will be given to a local charity.

\* All items and belongings must be labelled with the child's name. The staff will label any un-named items.

### **Absences**

Parents should inform the preschool as soon as they become aware that their child will be absent from preschool. The parent will need to pay for absences so that the preschool can retain the position for their child. Extended absences *may* be exempt from fees. The parent should make a written request to the committee, who will consider budgetary and other implications before making a decision. The decision will be made at a general committee meeting and the decision will be final.

Absent spaces may be filled by a child/ren wanting occasional care. Priority is given to the first child who requests care. Absent spaces are not to be filled by siblings/relatives/friends on a replacement basis ie with no fees paid. These children may only fill the places by booking and paying for occasional care, in the manner outlined below.

### **Occasional Care**

An occasional care service is available. Children must be enrolled before the service can be provided. Occasional care is charged at the same rate as the child's regular fees and is payable on the morning of the day attended. Any child who uses the bus to attend for occasional care will be required to pay for the bus service.

Parents needing to use this service are required to contact the preschool as soon as practical before care is required. If places are not immediately available the child's name will be placed on the occasional care record and the parent will be asked to confirm closer to the date.

**Evaluation:** Enrolment will be a fair, transparent and well managed process. It will be implemented according to regulations in order to ensure safety and security of the child. Consideration of the needs of the families using the service will be evident. A smooth transition between home and preschool will be promoted.

**Endorsement:**

Policy signed: .....

Date: .....

Name: .....

Position: .....

**Review:**

Review date: August 2018