

# **Enrolment and Orientation**



## **Policy**

Enrolment and orientation processes at Janelle Street Centre are planned and implemented. Due consideration is given to culture and language in undertaking these processes. Documentation, including authorisations, is completed during the enrolment and orientation process. In consultation with families, the child and family are oriented to Janelle Street Centre.

## **Background**

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

## **Practices**

### **Pre-enrolment Orientation**

Janelle Street Centre welcomes visits from prospective families and children. The Responsible Person may provide the visiting family with a tour of the centre environment and information that may include:

- Service philosophy and curriculum;
- Approaches to documentation, curriculum and planning;
- Introduction to educators;
- The physical environment;
- Administrative matters, cost, and fee payment methods;
- How to provide feedback.

### **Next steps**

Following a pre-enrolment orientation, a family may wish to place their child's name on the waiting list. After consideration of access guidelines and availability of a position by the Nominated Supervisor, the child may be offered a position at the centre

## **Enrolment**

The Responsible Person will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family and will include:

- An enrolment form that includes authorisations;
- Current fee structure and payment details;
- An information sheet about Janelle Street Centre including the fee structure and Child Care Subsidy (CCS);
- Policies including, but not limited to, those required under Regulation 168; and information on National Quality Framework, National Quality Standards, and the EYLF.

The information in the enrolment package is retained by the family for future reference.

Prior to conducting the enrolment interview the Nominated Supervisor will consider the language and cultural needs of the family. A translator may be required along with an alternative venue for the enrolment visit.

During the enrolment interview a process of orientation will be planned in collaboration with families to provide the best possible start for the child at the service.

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A bond payment as outlined in the centre's fee policy;
- Current immunisation records from Medicare - Blue Books (or other state health record books) can no longer be accepted
- Birth Certificate, Passport or other identification;
- Current contact information for parents and emergency contacts;
- Information on the child's additional needs (including medical conditions, health and developmental concerns).

This information will be kept at the service premises in accordance with service policies and the *Education and Care Services National Regulations 2011*.

### **Prior to Formally Commencing at Janelle Street Centre**

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

The Responsible Person will inform the educators of the intended time for any pre-commencement orientation visits.

A family member will remain in the premises during these orientation visits. The family must sign the visitors book/register or arrival and when they leave. Until they have formally commenced at the centre and are therefore included in the ratios, a child cannot be left at the centre unaccompanied.

During the orientation process educators will interact with the child and actively encourage them to engage in the centre's 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 other children or required ratios.

### **Upon Commencement**

On the child's first day of attendance educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required. Parents or carers are invited to contact the centre as often as they like.

The Responsible Person will undertake a final check of enrolment details, authorisations and information updates prior to the family departing the service.

### **Sources**

- Department of Education, Employment and Workplace Relations – [www.jobs.gov.au](http://www.jobs.gov.au) (accessed May 8, 2023)
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- [www.cela.org.au](http://www.cela.org.au) (accessed May 8, 2023)

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