ENROLEMENT & ORIENTATION

Quality Area 6: Collaborative Partnerships with families and Communities

Education and Care Services National Regulations 2011: Regulation 177

Link to national Quality Standard: 6.1.1, 7.3.5

INTRODUCTION

Enrolments and orientation procedures form the foundation for strong relationships between families and Forest Hill Community Preschool and promote a quality experience of education and care for children.

Good enrolment and orientation procedures include consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families

GOALS

* Enrolments and orientation procedures are planned and implemented
* Due consideration is given to culture and language in the process of enrolment and orientation.
* A thoughtful process is planned in consultation with families to orientate a child and family to the Preschool.

STRATEGIES

PRE – ENROLMENT ORIENTATION:

For Forest Hill Community Preschool WELCOMES VISITS FROM PROSPECTIVE FAMILIES. The Director/Nominated Supervisor will provide (taking into consideration duty of care of the children currently attending) the visiting family tour of the indoor and outdoor environment and provide the following information:

Visual Information – Welcome to our Preschool Information Booklet or details of our website

[www.foresthillpreschool.com.au](http://www.foresthillpreschool.com.au)

Verbal Information on Fees and how to pay them, Programming, Policies and Procedures, daily routine, start and finish times and extended care if eligible, introduction to staff, how to be involved in the Preschool and how to provide feedback, what to bring, legal documentation required. It is important to ask if the families have any questions. The same information can be provided for phone and email enquiries.

The sign in /out procedure should be explained and authority to collect procedures. An outline of daily routine, etc

NEXT STEPS:

* The child’s name can be placed on the Preschools waiting list/enrolment folder located in the office. The Nominated Supervisor/Director should explain the enrolment procedure so the parents have a clear understanding of what happens next
* If a position is available after consideration of access guidelines and availability the family is then given a letter (in person or by email) to offer a position at Preschool. The family will be asked to accept the position and pay $66.00 enrolment fee prior to commencement.

ENROLMENT

The Nominated Supervisor/Director will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family (if not already given at pre enrolment) and will include

* An enrolment form that includes authorisation
* Information booklet that contains current fee structure and payment details, information on NQF and EYLF, what to bring
* Access to policies and procedures in the policy Folder or on the website
* The Nominated Supervisor/Director should ask about any medical or other needs

Prior to conducting the enrolment or orientation interview the Nominated Supervisor/Director should consider the language and cultural needs of the family and adjust the procedure accordingly e.g. organize a translator.

During enrolment interview process of orientation (if required) will be planned in collaboration with the family to provide the best possible start for the child to the service.

Families will provide the following, prior to the agreed start

* The completed enrolment forms including authorisation and current contact information for parents and emergency contacts, information on children’s developmental, medical, nutritional or cultural needs
* The child’s current immunization records
* Birth certificate, passport or other identification
* Asthma/Anaphylaxis or other medical action plans

This information will be kept at Forest Hill Preschool in accordance with policies and the *Education and Care Service National Regulations 2011*

PRIOR TO A CHILD FORMALLY COMMENCING PRESCHOOL:

* Prior to the child’s first day educators and staff will familiarize 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 Nominated Supervisor/Director will inform educators and staff if any orientation visit will occur before commencement.
* A Family member must be present during orientation visits and sign in the visitor’s book on arrival and departure. A child cannot be left at the Preschool until they have formally commenced at Preschool
* During the orientation process staff should interact with the child and family and actively encourage them to engage in the Preschool Program and activities and be available to answer questions from family, whilst ensuring they are not compromising the supervision of the other children or the required ratio.

UPON COMMENCEMENT:

On the child’s first day staff should welcome the child and family, on staff member should show the child and family the procedure for unpacking their bag and finding a locker then encourage them to find an activity and help support the child with separation and goodbyes (see arrival/departure policy).