

Enrolment and Orientation policy

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITY

Link to QA 6, Standard 1

Rationale

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.

Aims

Konomi Kindergarten aims to ensure that each child's enrolment is completed as per our legal requirements.

Additionally, we aim to ensure that each child and their family receive an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide, and their new environment:

The steps include;

1. Enrolment and orientation processes will be planned and implemented.
2. Due consideration is given to culture and language in undertaking processes. Eg. translation will be provided to support families if needed(resource options, staff, existing families who speak the language and /or TIS National Services & CRC Interpreter National Service)
3. Documentation, including authorisations, are completed during the enrolment and orientation process.
4. A thoughtful process is planned in consultation with families, to orient a child and family into Konomi Kindergarten. Time and date is selected by the family.
5. A waiting list will be available to interested families to put the child's name in the list/ application (booking fee apply)

Implementation

Konomi Kindergarten accepts enrolments of children aged between 0-6 years.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the Service.
- A vacancy is available.
- Child ratios for groups are maintained.
- **Priority of access guidelines are met, as set by DEEWR**

When a family has indicated their interest in enrolling their child into Konomi Kindergarten the following will occur:

Pre-enrolment orientation

In order for the children to be considered for enrolment, applications for waiting list can be completed online through our website www.konomikindergarten@bigpond.com or at Konomi Kindergarten.

A tour of our service will be organised and conducted. During this tour, the Approved Provider/Nominated Supervisor/Educator conducting the tour will give the family information about the Service including, but not limited to, philosophy, programming, meals, **incursions, excursions, inclusion, fees, policies, our status as a Sun Smart Service and the responsibility our Service has to ensure Sun Safe practices, Regulations for our state and the Assessment and Rating process under the National Quality Standards**, signing in and out procedure, **the National Quality Framework**, room routines, Educator and other staff qualifications, introduction of Educators/Staff in the room the child will be starting in and Educator/staff and parent communication. Families are also invited to ask any questions or raise any concerns they may have

Next steps

Following a pre-enrolment orientation a family may wish to place their child's name on the waiting list "administration fee will apply, which is non- refundable". After consideration of access guidelines and availability of a position by the Nominated Supervisor, the child/ren may be offered a position at the centre.

The family will be asked to respond to the offer of the position within a timeframe.

Allocation

Konomi Kindergarten, offer placements in the following priority order;

1. Priority 1, Existing enrolled Students looking for changing days, add or reduce.
2. Priority 2. Current employee's children

3. Priority 3, Siblings of existing enrolled students who have completed a Waiting List application in Chronological order of the date of applications and meet the government priority requirements.
4. Priority 4, Any new applicants on the Waiting List in Chronological order of the date of applications. Konomi Kindergarten will comply with the Government access priority for the above categories.
5. If a family wish for their child to repeat the year before formal schooling for developmental reason, they are required to fill out the relevant form and submit it to the office. Offering space is depending on the vacancy in the room and the Waiting List application in Chronological order of the date of applications.(date of application, first applied first served).

Pre - Enrolment

Prior to acceptance, the centre will update information of applicants in waiting list, and email families an update on service's operation including information about current fees

The placement phone-call offer confirms the applicant's acceptance and a confirmation note will be emailed to the family.

Enrolment process

The Nominated Supervisor will conduct an enrolment process for the families who returned the placement offer

All new families will be invited to an information session, the enrolment pack will be hand in to each family and date for children's orientation sessions will be selected by each family

An enrolment pack will include:

- An enrolment form-that includes authorisations and payment details
- The Service's Parent/Guardian Handbook to read, and are invited to ask questions. and provide feedback or suggestions.
- Information about the National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics brochure;
- Orientation checklist;
- Food & allergy information
- A letter re-required enrolment document
- Feedback form.
- Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child.
- Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are sensitive of nature, such as discussing a child's medical needs or Court Orders, will be discussed privately with the Approved Provider/ Nominated Supervisor at this time. We request families begin to fill out enrolment forms, and provide us with background information so we can accommodate their needs in Konomi Kindergarten from the first day of their enrolment.
- Should a child speak English and Japanese as a second languages, we request that families provide us with some key words in the language the child speaks at this time so Educators/Staff can assist in meeting the child's needs.
- Families also advised that they need to contact the Family Assistance Office (Centrelink) to have their eligibility for Child Care Benefit assessed. If these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.
- As per our Child Enrolment and Orientation Policy, families will be invited to bring their child into the Education and Care Service at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, Konomi Kindergarten must have all required documentation for the child. The child will not be accepted into the Service without this being completed.
- Nominated Supervisor will consider the language and cultural needs of the family. A translator will be organised along with an alternative venue for the enrolment visit.

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

- A completed enrolment form including authorisations;
- Current Immunisation records or conscientious objection form.
- Birth Certificate, Passport or other identification;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including medical conditions, health and developmental concerns).
- A bond payment as outlined in service fee policy;

- Feedback page

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

Prior to formally commencing at the service

1. Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. The staff will ensure they are aware of any medical conditions and how to manage them if required.
2. The Nominated Supervisor will inform the educators and staff of the intended time for any pre-commencement orientation visits.
3. A family member will remain in the premises during these orientation visits. The family must sign the visitors book/register on arrival and when they leave. The child cannot be left at the service until they have formally commenced at the service and are therefore not included in the ratios.
4. During the orientation process educators and staff will interact with the child and actively encourage them to engage in the service 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. The family will be taken for a tour to become familiar how to settle the child on arrival and collect belonging on departure (this information also is available in the centre and parent handbook).

Upon commencement

On the child's first day:

- The child and their family are welcomed into the relevant room for the first day.
- We will ensure all details are finalised, and complete the Orientation Checklist.
- Educators will reassure the family and assist with separation if required. Throughout the day, educators will contact the family to let them know how their child is settling.
- The staff will provide the family with information on the child's settling followed by settling report after 4-6 weeks from the commencement date.
- Buddy system will be provided to settle the new children into the environment and provide regular communication with the family on a day to day basis ensuring pleasant, relax and smooth transition for the child and family. This includes adult buddy who is the primary caregiver or existing children who speak the same language or know the new child/family
- A short survey will be conducted to the new families after 4-6 weeks from their child/ren's commencement (depending on individual children's settling period) asking families to provide feedback from their experience during settling period, the outcome of the surveys will be used for improvement of our enrolment & orientation process.

Legislation Requirements

1. Education and Care Services National Law Act 2010
2. Education and Care Services National Regulations 2011(168-2-k)
3. National Quality Standard 2011
4. NSW Department of Education & Communities
5. Child Care Service Handbook 2011-2012

Evaluation

Successful orientation and enrolment procedures promote smooth transitions between home and the Centre. Information sharing and the signing of authorisations ensure a safe and secure environment for the child. A survey will be conducted to collect families feedback to be used in assessing effectiveness of the transition procedure and improvement.

Sources

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Guide to National Quality Standards 2011

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Child Care Service Handbook 2011-2012

Child and Young Persons (Care and Protection) Act 1998

Australian Children's Education & Care Quality Authority www.deewr.gov.au

Review of policy: the policy will be reviewed annually with staff, management, and families

Date policy reviewed: November 2014

Date for next review: November 201