

Enrolment and Orientation Policy

Policy Statement

Fun 4 U Helensburgh aims to provide an efficient, professional and consistent enrolment and orientation procedure which:

- Informs parents of important processes regarding the service.
- Distributes information to parents.
- Gathers information from parents about their children.
- Ensures the confidentiality of families by providing secure recording and storing procedures.

Links to Education and Care Centres National Regulations and National Quality Standard

Regulations

- 77 Health, hygiene and safe food practices
- 78 Food and beverages
- 79 Service providing food and beverages
- 80 Weekly menu
- 81 Sleep and rest
- 86 Notification to parents of incident, injury, trauma and illness
- 88 Infectious diseases
- 90 Medical conditions policy
- 92 Medication record
- 93 Administration of medication
- 97 Emergency and evacuation procedures
- 99 Children leaving the education and care services
- 100 Risk assessment must be conducted before excursion
- 101 Conduct of risk assessment
- 102 Authorisation for excursions
- 157 Access for parents
- 160 Child enrolment records to be kept by approved provider
- 161 Authorisations to be kept in enrolment record
- 162 Health information to be kept in enrolment record
- 168 Education and care services must have policies and procedures
- 173 Prescribed information to be displayed
- 177 Prescribed enrolment and other documents to be kept by approved provider
- 181 Confidentiality of records kept by provider
- 183 Storage of records and other records

National Quality Standards

- 1.1.2 Each child's current knowledge, ideas, culture, abilities and interests are the foundation of the program
- 1.1.4 The documentation about each child's program and progress is available to families
- 2.1.2 Illness and injury management
- 2.1.3 Healthy eating and physical activity are promoted and appropriate for each child
- 2.1.4 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
- 6.1.1 Families are supported from enrolment to be involved in the service and contribute to service decisions.
- 6.1.1 Families have opportunities to be involved in the service and contribute to service decisions
- 6.1.3 Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
- 6.2.1 Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities. Current information is available to families about community services and resources to support parenting and family wellbeing
- 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Procedure

- Families may enrol their child at the service at any time during the year. Should a permanent position be required and there are no current vacancies, the child's name will be entered on a wait list and the family will be notified when a vacancy occurs.
- During the initial contact, parents are provided with basic information about the Service. When parents indicate their interest in enrolling their child, they are shown around the service and provided with information about its operation (e.g. opening and closing times, program, meals, policies and procedures, fees, documentation required before commencing at the Service and tailored orientation). Possible start dates are discussed. Parents are also invited to ask any questions they may have. They are given a copy of the Parent Handbook to keep.
- The Nominated Supervisor ascertains if the child has any special education and care requirements (e.g. medical, English as a second language) so that these needs can be met by the Service from the child's first day of attendance.
- Parents are given a reminder to contact the Family Assistance Office to have their eligibility for Child Care Benefit assessed. This information is required prior to formal enrolment.
- An enrolment form must be fully completed and all additional documentation provided before the child can attend the centre.
- The nominated supervisor or a certified supervisor will provide assistance to new families when they complete the form should this be required and will check that the form has been completed correctly.
- Should a parent have difficulty completing the form, an enrolment interview will be conducted and, if necessary, organised in the parent's first language.
- The enrolment form must contain all relevant details relating to personal, medical and custodial details for each child, parent or guardian, permission for transport and emergency contacts as well as any special requirements relating to the child.
- A copy of the child's immunisation history statement must also be included with the enrolment form as well as allergy or asthma action plans.
- If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alteration registered by the court.
- Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.
- All enrolment forms are confidential and are securely stored. A completed enrolment form may only be accessed by the approved persons who enrolled the child, relevant educators, management and commonwealth and/or state department officers.
- Enrolment forms are to be updated annually or sooner if there are changes to the family's circumstances. Parents are responsible for updating relevant information.
- To confirm re-enrolment for the following year, current parents must re-enrol prior to the school's Kindergarten Orientation Day which is held in late October/early November each year, so that vacancies for the following year can be assessed and offered to new families.
- The re-enrolment form must update current circumstances and any changes to care required.
- Parents may also place their child on the waiting list for the current or subsequent year if they do not require care immediately.
- Care will be determined by availability and priority of access guidelines.

Orientation

- Families are welcome to visit the centre and be shown around at any time during opening hours or by appointment with the coordinator at other times.
- New families attending the school's Kindergarten Orientation Day are invited to visit the centre on that day to enrol, ask questions and view the service.

Links to other policies

- Administration of Medication Policy
- Excursion Policy
- Food Preparation, Storage and Handling
- Immunisation for Children and Staff Policy
- Incident, Injury, Trauma and Illness
- Managing Infectious Diseases
- Medical Conditions Policy
- Nutrition, Food and Beverages Policy
- Privacy and Confidentiality Policy
- Sleep and Rest Policy
- Sun Protection Policy

Comments:

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