



ENROLMENT AND ORIENTATION

AIM

Alstonville Nestle In Education and Care Centre has enrolment and orientation processes, which are planned and implemented. Consideration is given to culture and language when participating in the enrolment and orientation process. An inclusive process is planned in consultation with families to orient children and families into our centre.

EXPLANATION

Enrolment and orientation procedures form the foundation for strong relationships between families and our centre staff and educators, which promotes a quality experience of education and care for children.

IMPLEMENTATION

Alstonville Nestle In Education and Care Centre 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 the Department. Our centre will prioritise to accommodate families so that children from the same family can attend our centre. This will be carried out in line with our obligations under the Priority of Access Policy.

Alstonville Nestle In Education and Care Centre will not **enroll** children over the telephone. All enrolments will be accepted after a centre visit by the child and family.

- If the inquiry was taken over the phone or off the street, the family name, child's name, child's date of birth, contact number will be recorded on a wait list form. A centre visit will be conducted. During the visit, centre staff will show the family through the centre explaining the individual programs and introductions to staff and children (if appropriate). An orientation leaflet is provided to the family.

When a family indicates their interest in enrolling their child into our centre the following Enrolment Process will occur.

An Enrolment Package will be given to the family and will include:-

- An enrolment form-that includes authorisations
- An information booklet
- Information on National Quality Framework, National Quality Standards, and the EYLF
- ECA Code of Ethics brochure
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- 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 Director or Responsible Person on Premise at this time.
- Discussions are held between the Director and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child.
- Should a child speak English as a second language, 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 need to contact Centrelink to have their eligibility for Child Care Benefit assessed and if approved, Child Care Rebate and JET. 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.
- Families will be invited to bring their child into the centre 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, the centre must have all required documentation for the child. The child will not be accepted into the Service without this being completed.

Prior to formally commencing at the service:

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

- A completed enrolment form including authorisations, current contact information for parents and emergency contacts; information on children's additional needs (including medical conditions, health and developmental concerns).
- Current Immunisation Status Report www.medicareaustralia.gov.au

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

- Educators and staff 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 Director will inform the educators and staff of the intended time for any pre-commencement orientation visits.
- A family member will remain in the centre during these orientation visits. The family must sign the visitors book on arrival and when they leave. The child cannot be left at the centre until they have formally commenced at the service and are therefore not included in the ratios.
- During the orientation process educators and staff will interact with the child and actively encourage them to engage in the 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.

On the child's first day:

- The child and their family are welcomed into the relevant room for the first day. Educators will ensure the child transitions into the program so that the child and family feel at ease. Families are encouraged to contact the centre throughout the day if they feel the need to check on their child's settling in.

SELF ASSESSMENT

- Smooth transitions between home and centre
- Information sharing and signing of authorisations ensures a safe and secure environment for the child.
- Childs records are distributed and recorded according to policy.

SOURCE

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
Department of Education, Employment and Workplace Relations - www.deewr.gov.au
Child and Young Persons (Care and Protection) Act 1998

REVIEW

Annually
To be reviewed November 2016