



ENROLMENT AND ORIENTATION POLICY

NQS:

QA6	6	Collaborative partnerships in families and communities
	6.1	Respectful and supportive relationships with families are developed and maintained
	6.1.1	There is an effective enrolment and orientation process for families

NATIONAL REGULATIONS:

Regs	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	177	Prescribed enrolment and other documents to be kept by approved provider
	183	Storage of records and other documents

RATIONALE

Enrolment is an essential step in ensuring the placement of a child in the Edinburgh Early Learning Centre.

AIMS

- To ensure all placements at the centre are fair and equitable
- To ensure all enrolments follow the same procedure
- meeting the needs of the local community
- complying with DEECD funding requirements relating to the enrolment of children in government-funded kindergarten places and Long Day Care
- maintaining confidentiality in relation to all information provided on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.

IMPLEMENTATION:

- Enrolment at the Edinburgh Early Learning Centre can only be made with a fully completed Edinburgh Early Learning Centre enrolment form and the payment of a (\$200). Start fee (breakdown listed below)
- Children will be able to attend after
 - a. the enrolment form is lodged,
 - b. the family enrolment fee (\$50) is paid
 - c. the fee bond paid \$150
 - d. two (2) weeks' fees are paid
- The child's enrolment will be tabled at the following meeting of the Edinburgh Early Learning Centre Management Committee. Following this meeting, parents will receive written or verbal confirmation of the child's enrolment status.

- Orientation is held in January/February and all returning and new parents are required to make an appointment with the administration staff. During this orientation process parents are guided through a number of important tasks, such as the enrolment process, checking of information, privacy, fees, communication folders, meeting of their educators and classroom events etc. All families are asked to attend at their appointed time in order for a smooth transition into the new year. Families who begin attendance after the months of January or February will need to make an appointment for Orientation.
- Children may begin attending the Edinburgh Early Learning Centre
 - a. On or after their third birthday
 - b. Two year olds are admitted on a probationary basis only
 - c. In January, at the commencement of a new academic year
 - d. When it is convenient for the family.
- Continued enrolment at the centre is ensured if fees are paid in full by the due date.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- Responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- Developing strategies to assist new families to:
 - a. feel welcomed into the service
 - b. become familiar with service policies and procedures
 - c. share information about their family beliefs, values and culture
 - d. share their understanding of their child's strengths, interests, abilities and needs
 - e. discuss the values and expectations they hold in relation to their child's learning
- Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- Discussing support services for children with parents/guardians, where required

The person responsible for the enrolment process is accountable for the following:

- Providing enrolment application forms
- Collating enrolments
- Maintaining a waiting list
- Collecting, receipting and banking enrolment fees
- Offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- Providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- Storing completed enrolment application forms in a lockable file as soon as is practicable, and keep for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- Complying with the *Privacy and Confidentiality Policy* of the service
- Providing a copy of the *Enrolment and Orientation Policy* with the enrolment pack.

Parents/guardians are responsible for:

- Reading and complying with this *Enrolment and Orientation Policy*
- Completing enrolment forms prior to their child's commencement at the service
- Ensuring that all required information is provided to the service
- Updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

SOURCES:

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval)

Determination 2000, included in the *Legislative Extracts*:

www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:

Guide to the National Quality Standard:

Priority for allocating places in child care services:

www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx

Victorian kindergarten policy, procedures and funding criteria:

Service policies

Acceptance and Refusal of Authorisations Policy

Complaints and Grievances Policy

Fees Policy

Inclusion and Equity Policy

Privacy and Confidentiality Policy

EVALUATION:

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) via the Community Notice Board.

REVIEW DATE: March 2016

Staff Meeting	Management Meeting	Parent Notice Board	Newsletter	Website
10 Feb 2015	2 March 2015	3 March 2015	February 2015	April 2015