

Gumnut Kindergarten

ENROLMENT AND ORIENTATION POLICY

2018

Purpose

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives 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.

Strategies

Our service accepts enrolments of children aged between 0-5 years

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service
- A vacancy is available. (Please see Priority of Access Guidelines below.)

Priority of Access Guidelines:

Children who are enrolled at the service or whose families are seeking a place at the service can be given Priority of Access in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs.

Below are the Priority of Access levels which the Service may choose to follow when filling vacancies.

1. A child at risk of serious abuse of neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the Family Assistance Legislation Amendment (Child Care) Act 2010.
3. Any other child.

Within these three categories priority is also given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a person who is disabled.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Upon enrolment families will be notified of their priority and advised that if the service has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

Responsibilities of the Approved Provider

Ensure that the Nominated Supervisor and all staff of Gumnut Kindergarten are aware of and abide by this policy at all times.

Responsibilities of the Nominated Supervisor

The Nominated Supervisor of the service must ensure that all of the educators are aware of the enrolment and orientation policy and that whenever the Nominated Supervisor is unavailable for the orientation process, that a suitable staff member is able to step in and help.

Firstly the family will be taken on a tour of the service conducted by the Nominated Supervisor to give the family information about the service that may include, but not limited to

- Programming methods
- Meal times
- Incursions and excursions
- Inclusion and Inclusion Support
- Service fees
- Outdoor play times
- Policies and Procedures
- Being a Sun Smart service
- Regulations and Law for early childhood
- Our assessment status
- Signing in and out Procedure
- The National Quality Framework
- The different room routines
- Educator qualifications
- Introduce family and child to the educators in their child's room

Families are also invited to ask any questions they may have.

The family will be informed about:

- Available days
- Start date
- Priority of access
- Child medical needs
- Court orders
- Child routines necessary for care
- Languages spoken by child
- Emergencies in the service
- Practice drills in the service

The Nominated Supervisor will ensure all details are finalised and complete and sign the Orientation Checklist

Families will be invited to bring their child into the service so the child and family can familiarise themselves with the environment and the educators that will be working with the service.

Responsibilities of the Educators

On the child's first day, the educators welcome the family into the room and go through the routine with them. This can include:

- Showing them their child's locker or area where the bag goes
- Showing them where to put the child's nappies, water bottle, milk bottles and sunhat

Responsibilities of the Families

Ensure that all of your documents have been given to the service such as enrolment form, immunisation record from Medicare, any court orders in place, any health information such as anaphylaxis or asthma conditions and the action plans that go with them.

In order to finalise your child's placement at the service you must pay 2 weeks' worth of fees in advance. Once your bond has cleared and all paperwork has been received, your child will be allocated a position at the service depending on availability.

Definitions, Terms & Abbreviations

Term

Orientation

Meaning

The action of orienting someone or something

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Department of Education - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF) - <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources->

[Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

Education and Care Services National Regulations 2011

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

Children (Education and Care Services National Law) Act 2010

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

United Nations Convention on the rights of the child - <https://www.unicef.org.au/>

Related Telephone Numbers

- Early Childhood Directorate – 1800 619 113

Amendment History

Version	Amendment	Short Description
1	Updated	New Policy to comply with legislation.

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 7 August 2018
Version: 1
Last Amended By: Patricia Appleby
Next Review: 2019
Position: Director

New Child Starting Checklist		
Task to be Completed	Staff Sign	Date
Complete Enrolment Form		
Allocate Hat		
Allocate Sheets and Sheet Bag		
Add Child to Group on Wall		
Allocate Locker		
Add Child to the Birthday Calendar		
Allocate Portfolio Book		
Child added to asthma/allergy/anaphylaxis chart		
Copy of birth certificate and immunisation record.		
Explain to the Parent the Accreditation Folders & Policy Folders		
Explain Medication Forms to New Parent		
First Day at Kindy Photo		
Goal Sheet given out and returned		
Give 'Parent Handbook' to new family		
Write Child's Name on Bed List		
Prepare and Explain to Parent Sign In/Out Sheet		
Parent email added to computer		
Laminate name for the inside and outside drawing tables		
Write Child's Name on the eating chart		