

# ENROLMENT AND ORIENTATION

## EDUCATIONAL PROGRAM AND PRACTICE (QUALITY AREA 1)



### Part 1 - Purpose

To ensure that children and families have a supportive and positive enrolment and orientation experience.

### Part 2 - Scope

This policy and procedure relates to Quality Areas One, Five and Six of the National Quality Standard.

This policy and procedure applies to all Educators and support staff employed to work in an Early Childhood Centre.

### Part 3 - Policy

The initial experiences a child and their family have at an Early Childhood Centre are critical, and lay the foundation for their learning and wellbeing throughout the course of their time at the Centre. Northside is committed to providing a framework for enrolment and orientation that gives each child and their family the most supportive and consistent process possible.

Each child must have a minimum of 2 orientation visits to the Centre before the formal commencement of their enrolment. This is an opportunity for the child and their family to become familiar with the learning environments, and ask any questions they may have about any aspect of the Centre.

Centre Directors will ensure that the team of Educators in the new child's room are prepared to provide a thorough orientation for that child and their family.

### Part 4 - Procedures

#### 4.1 Enrolment

Northside management and administrative team will ensure that the enrolment process for families is clear and consistent, through:

- Managing the waiting list for all Centres in accordance with the Priority of Access guidelines;
- Explaining to families their obligations to maintain current contact information and desired enrolment requirements, at least every 3 months;
- Providing families with copies of Northside's Enrolment Form and Orientation and Transition Guide upon accepting an enrolment in one of the Early Childhood Centres;
- Explaining the Federal Government system of rebates and how they relate to their enrolment, including referring families to the Family Assistance Office;
- Meeting the requirements of the National Quality Framework with regards to enrolment, as well as the Priority of Access Guidelines.

Prior to any child and family commencing their formal enrolment, they are entitled to meet with the Centre Director and be given a tour of the Centre. This can be conducted upon being placed on the Waiting List, or at any time prior to the child's first day. This meeting will include overviews of:

- The National Quality Framework
- The team of Educators (qualifications, experience and roles);
- Northside's policies and procedures;
- The Centre's approach to educational program and practice;
- The Centre's Quality Improvement Plan;
- The enrolment process;
- How the Centre communicates with families.

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### 4.2 Orientation

Centre Directors and Educators will ensure that Orientation visits are conducted as per this Policy, and include:

- where the child's locker is for the storage of their bag;
- where to sign in and out;
- where the daily diary and educational documentation is displayed and kept;
- where medication is to be kept;
- where the emergency exits are;
- expectations within the learning spaces in both the indoor classroom and the outdoor environment.
- Families are able to share individual information about children, specifically regarding:
  - Eating and any dietary requirements;
  - Sleep and rest;
  - Toileting;
  - Medical and health requirements;
  - Cultural requirements;
  - Other important members of the child's family.

### Part 5 - Definitions

**Northside:** Northside Community Service, including all Services operated by both Community Services and Children's Services.

**Approved Provider:** A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

**Nominated Supervisor:** A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

**Certified Supervisor on Duty:** A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

### Part 6 – Related Documents

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Priority of Access Guidelines

located at: <https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/priority-for-allocating-places>

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## Part 7 – Policy Status and Details

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## Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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