

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 applies to Directors, Educators and support staff employed to work in a Northside Early Childhood Centre.

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

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 experience possible.

Each child must have a minimum of at least 1 orientation visit 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 educators, 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

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 Northside's *Fees and Enrolment Policy*.
- Providing families with a copy of Northside documents including: Orientation Guide; Our Approach; Documenting Learning, and Fee and Enrolment Policy.
- Explaining the Federal Government's Child Care Subsidy and how it relates 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 including the Early Years Learning Framework and our approach to documenting and assessing children's learning ;
- 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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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/how 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 business units.

Staff member: Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.

Educators: Early childhood practitioners who work directly with children in early childhood settings

Nominated Supervisor: The qualified staff member (the Approved Provider or a Director or Educator nominated to fill the position) who is identified within the Service and has been legally appointed with relevant documentation as the Nominated Supervisor. This position holds legislative and regulatory responsibilities including but not limited to quality assurance for educational programs, supervision and safety of children, entry and exit to the premises (including excursions for children), staffing, administration of medication (both prescription and non-prescription), sleep and rest, and the preparation of food and beverages. A list of the responsibilities and requirements for this position can be found in the Related Documents section of this document.

Part 6 – Related Documents

Education and Care Services National Law

Education and Care Services National Regulations

Priority of Access Guidelines

https://docs.education.gov.au/system/files/doc/other/instruction_sheet_10_-_priority_of_access_guidelines_for_child_care_services_0.pdf

Northside documents including:

- Orientation Guide
- Our Approach to Early Childhood Education

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- Documenting Learning
- Fee and Enrolment Policy

Part 7 – Policy Status and Details

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
30/10/18	V2	Updates to reflect new Child Care Subsidy requirements	Policy Status & details