



Date Adopted

March 2015

Review Date

March 2016

Relevant Legislation & Standards

Education and Care Services National Regulations: 160 - 162  
National Quality Standard: 6.1.1, 7.3.5

Aim / Policy Statement

The formation of relationships for the best foundation to promote a positive experience for education and care for children and families. The enrolment and orientation process form a strong basis for the development of relationships.

Goals

- Enrolment and orientation processes are clear and actively implemented.
- Due consideration is given to cultural and language needs within the enrolment and orientation process.
- All documentation and authorisations are completed throughout the orientation process including meeting individual requirements.

## Procedures and Strategies

### ***Pre-enrolment***

Goulburn Pre-School welcomes visits from prospective families and children. The Director or Clerical Officer may provide the family with a tour of the Pre-School at a mutually convenient time. At the time of a visit the following information may be provided:

- Goulburn Pre-School Philosophy and program;
- Approaches to documentation and planning;
- Introduction to educators and staff members;
- The learning environments;
- Fee structures and payment methods available;
- Family involvement as part of the Pre-School community.

Telephone enquiries are encouraged to come and visit the Pre-School and are directed to the Goulburn Pre-School website [www.goulburnpreschool.org.au](http://www.goulburnpreschool.org.au) for additional information.

Families are then offered a Waiting List Application to complete and submit for consideration.

Enrolments for the following year are completed during September and October by the Director of Goulburn Pre-School in accordance with the priority of access guidelines and availability of placements. Due consideration will be given to the individual needs of the children within a group.

Enrolments may be offered throughout the year by the Director of the Pre-School in accordance with the priority of access guidelines and availability of placements

## ***Acceptance of Placement***

Offers of enrolment will be completed verbally via telephone. Once the offer is accepted verbally, an enrolment pack will be forwarded to the family. Enrolment packs contain:

- Letter of offer;
- Enrolment form (meeting the requirements of Regulation 160 – 162);
- Current Information for Families Booklet;
- Orientation Information.

Information regarding access to Policies and Procedures is accessible through the Information for Families Booklet.

A position is formally accepted once the paper work is fully completed. This includes:

- A completed enrolment form including all authorisations;
- Proof of identity (birth certificate / passport or other identification);
- Current immunisation status with ACIR Immunisation History Statement;
- Information on any recognised additional needs including medical, health and developmental concerns.

## ***Orientation***

In October / November each year, Goulburn Pre-School conducts an information enrolment evening. A presentation is made to parents and carers in relation to the program and requirements at Goulburn Pre-School. Time is allowed for questions and an opportunity to interact with educators and staff.

Children with identified allergies, asthma, additional needs or individual needs will be asked to attend an interview with the Director of the Pre-School to ensure management plans and other relevant documentation is completed prior to commencing Pre-School.

Children will be invited to come and spend a morning at Pre-School in groups of no more than 5 to begin experiencing what it is like at Pre-School.

Midyear enrolments will be offered an orientation visit prior to commencement at an agreed time. A parent or carer must remain with the children during orientation visits and sign in the visitors register. Children cannot formally attend Pre-School until their designated commencement date.

## ***Prior to formally commencing at Pre-School***

- Staff and educators familiarise themselves with the information provided on the child's enrolment form and from the interactions through the orientation time. This includes Management Plans for health issues and reports relating to developmental needs.
- Orientation is recognised as an opportunity to begin developing relationships and communication with families and children to ensure a smooth transition to Pre-School. Staff and educators are available to answer questions and discuss concerns with the parent or carer.
- A check to ensure all of the required documentation has been collected will be completed by the Director prior to commencement date.

## ***Upon Commencement***

- The child and family will be welcomed into the Pre-School and shown where their locker is and reminded where to store lunches, drinks, library bags etc.

- Educators can reassure the family and support children with separation. Staff and educators will encourage parents and carers to feel comfortable to check on their child throughout the day and are assured we will contact them with any issues or concerns.
- At the end of the day educators are available to chat with parents and carers about their child's day in general terms and pass on any notable information.

## Evaluation

A successful orientation and enrolment procedure will promote a smooth transition from home to Pre-School. Ensuring efficient collection of information ensures Goulburn Pre-School is best able to support each child's individual needs. Clear communication forms the basis of solid and reciprocal relationships between families and the Pre-School.

### Resources and Attachments

- Community Child Care Cooperative NSW – Members Section
- NQF – Quality Area 6
- Goulburn Pre-School Priority of Access Guidelines

### Required Application Forms

- Goulburn Pre-School Waiting List Application
- Goulburn Pre-School Enrolment Form
- Goulburn Pre-School Information for Families Booklet
- Goulburn Pre-School Medical Management Plans (Asthma / Anaphylaxis)
- Goulburn Pre-School Confidentiality Policy