Hills Grammar

ECEC Enrolment and Orientation Policy

Policy Statement

Enrolment and orientation procedures form the foundation for strong relationships between families and the ECEC and promote a quality experience of education and care for children. Good procedures include consistent information around service operation and authorisations, promoting compliance and a safe and secure environment for children and families. The ECEC will implement enrolment and orientation processes that meet the needs of the child and family as well as ensuring all legislative requirements are adhered to.

Rationale

Comprehensive enrolment and orientation processes are in place to ensure families and children feel welcome and secure in the ECEC. Documentation, including authorisations are completed during the enrolment and orientation process and a thoughtful plan is developed in consultation with families, to orient each child and family to the ECEC.

Prior to enrolment

- The ECEC welcomes visits from prospective families and children. Interested families have the opportunity to tour the ECEC and the Hills Grammar campus several times throughout the year.
- Families can access information about ECEC on the Hills Grammar website or receive information via telephone and email from the Enrolments Office.
- Parents submit an online application form and pay an application fee. Once these steps are completed, the child's name is placed on the ECEC waiting list.
- If there are more children on the wait list than there are positions available at ECEC, priority will be given to children following the Priority of Access. After consideration of these priorities by the Enrolments Office, the next eligible child is invited to proceed with the enrolment process.
- In the event that a family seeks to reenrol their child in the ECEC after withdrawing, they will be placed on the wait list and the usual enrolment process will be followed.

Enrolment Process

The Enrolments Office manages the enrolment process, including collection and retention of information. The process is as follows

1. An application form is submitted online and an application fee paid.
2. The application and fee is acknowledged via email, and the child is placed on the waitlist.
3. Eligible families are asked to submit
    - required documentation such as birth certificate, immunisation records, passports or visas
    - completed Student Information (Enrolment) form and the Getting to Know You form
4. Once complete, families are invited to a Getting To Know You interview with the Nominated Supervisor or ECEC Manager. This interview provides an opportunity for families to learn important information about ECEC and to share the needs and interests of their child.
5. After successful completion of the Getting To Know You interview, a place at ECEC is offered. The offer includes links to the ECEC Handbook, ECEC policies located on the School Intranet, ECEC Fee Schedule and information on Child Care Subsidy (CCS).

6. Families confirm their enrolment at ECEC by paying the non-refundable enrolment fee and signing the acceptance of offer of enrolment form.

The enrolment record (Student Information form) will include:

- Full name, date of birth and address of the child.
- Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the ECEC.
- Details of court orders, parenting orders or plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.
- Gender of the child.
- Language used in the child's home.
- Cultural background of the child and child's parents.
- Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need).
- Authorisations for ECEC to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Authorisation for the service to take the child on regular outings.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical condition.
- Details of any allergies or anaphylaxis diagnosis.
- Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan.
- Details of dietary restrictions for the child.
- Immunisation status of the child.

All information will be checked before enrolment is complete including the child's immunisation status.

Custody Arrangements

The Education and Care Services National Regulations requires our service to have details of all custodial and access arrangements.

- Enrolling family members are responsible for informing the Nominated Supervisor of custody and access arrangements on enrolment, and must advise the Nominated Supervisor immediately of any subsequent alterations to these arrangements.
- All relevant legal documentation is to be shown to the Nominated Supervisor and a copy will be maintained in the child's enrolment record.

Welcome to the ECEC

A process of orientation is planned in collaboration with families to provide the best possible start for children at the ECEC. This may include:

- A play session where children and their families are welcomed into their new environment to spend time with educators and peers after they have been offered a position at ECEC and prior to their starting day
- A social story welcoming the child to ECEC and outlining the day at ECEC.
- A copy of the ECEC Handbook containing information about our philosophy, child protection, late fees, absences, CCS etc.

Prior to the child's first day, educators will familiarise themselves with information about the child from the application form, Student Information form, 'Getting to Know You' form and Getting to Know You meeting. Educators will ensure they are aware of, and able to manage, any medical conditions for each child.

Upon commencement

The orientation and settling in period consider and respect the needs of both families and children. Parents/guardians are reminded that the settling in period differs for each child. During the settling in process, educators support the families and children, making the settling into ECEC a positive and welcoming experience for everyone involved.

- On the child's first day of attendance educators welcome the family and the child. Educators support and reassure the family and assist with separation.
- Throughout the day an educator will endeavour to contact the family to let them know how their child is settling.

Strategies

The Hills Grammar Enrolments Department will:

- Provide families with necessary documentation about the ECEC.
- Maintain an up to date wait list.
- Offer places in line with this policy and criteria under the priority of access.
- Liaise with the Nominated Supervisor and ECEC Manager on a regular basis regarding anything to do with ECEC enrolments.
- Ensure any necessary paper work is provided by the families before their child commences care in the ECEC. Children will not start care in the ECEC until all the required documentation has been submitted.
- Retain a secure electronic copy of all enrolments documents in the School Student Management System.

The Nominated Supervisor will:

- Ensure ECEC operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times.
- Provide opportunities (in consultation with the Enrolments Department and ECEC educators) for interested families to attend the ECEC so their children can gain understanding and awareness of ECEC.
- Ensure that enrolment forms (student information forms) comply with the requirements of the National Regulations.
- Maintain an immunisation register and remind families of sending this documentation in when required.
- Organise for the enrolment records are stored in a safe and secure place and kept for the required amount of time as started under the regulations.
- Liaise with the Enrolments Office on a regular basis providing opportunities to discuss current enrolments, future enrolments and the ECEC wait list.
- Ensure any necessary medications such as an Epipen or Asthma medication as well as a Medical Management Plan is provided by the families before their child commences care in the ECEC.
- Engage with the families of children with any known Medical condition such as but not limited to Asthma, Anaphylaxis, Diabetes and Eczema in regard to an individualised risk assessment and the process linked to this document.
- Ensure that parents/guardians of a child attending the ECEC can enter the ECEC at any time that the child is being educated and cared for, except where permitting the parent's entry would pose a risk to the safety of children or staff.

Educators will:

- Act in accordance with the obligations outlined in this policy.
- Ensure they are aware of any information relating to each child before they commence care in the ECEC.
- Provide a caring and welcoming environment to all families and children.
- Develop strategies to assist new families to:

o Feel welcomed into the ECEC
o Become familiar with service policies and procedures
o Develop and maintain a routine for saying goodbye to their child

- Provide comfort and reassurance to children who are showing signs of distress when separating from family members.
- Share information with parents/guardians regarding their child's progress with regard to settling in to the ECEC.

Families will:

- Read and comply with this policy.
- Complete all documentation required and work in partnership with the Enrolments Department and Nominated Supervisor to ensure documentation required is up to date and submitted when required to proceed with your child's enrolment into ECEC.
- Work in partnership with the ECEC educators to support a smooth settling in process for your child.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.