

Policy: QA6.2	<b>Enrolment and Orientation</b>
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**Policy Statement:**

The enrolment and orientation process is important to gather required information, to introduce children and families to our service and commences the building of positive relationships. The legislative requirements of enrolment and orientation require that the Priority of Access Guidelines are administered and that all administrative tasks are completed, prior to a child commencing attendance.

Enrolment procedures will incorporate gaining information around medical conditions, family and cultural information, other significant people in the children’s lives, disability, developmental delay, custodial issues and external agencies the family may work with.

Children and families will be provided the time and opportunity to meet Pinnacle Preschool staff and settle into their program at their own pace. This may differ greatly for children. Enrolment and orientation is seen as a partnership which requires consultation of families on what helps their children to separate from them and information on how to make connections through their interests, family and culture.

Pinnacle Preschool encourages an individualised orientation program where children are given the opportunity to warm up to the environment in a well-supported way. Pinnacle Preschool will communicate and consult with families when children face difficulties settling in.

**Responsibilities and delegations:**

This policy applies to	This policy applies to Pinnacle Preschool staff, volunteers, contractors and families.
Specific responsibilities	This policy is developed by the CEO and reviewed by Pinnacle Preschool staff and Board of Directors. It is communicated and implemented by the CEO and staff.
Policy approval	ODEEP CEO

**Policy context** – this policy relates to:

Legislation	Children (Education and Care Services) National Law NSW 2010 Education and Care Services National Regulations 2011 Regulations 168, 160, 161, 162, 177, 183
Standards	<b>National Quality Standards:</b> Quality Area 1: Educational Program and Practice 1.1.2, 1.3.3 Quality Area 4: Relationships with Children 4.2 Quality Area 6: Collaborative Partnerships with Families and Communities

	6.1 Quality Area 7: Leadership and Service Management 7.3
Organisation policies	Privacy and Confidentiality Policy
Forms, record keeping, other documents	Pinnacle Preschool Enrolment Form Priority of access - <a href="https://education.nsw.gov.au/early-childhood-education">https://education.nsw.gov.au/early-childhood-education</a>

Enrolments at Pinnacle Preschool are accepted according to the Australian Government 'Priority of Access' guidelines. Services are required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school.
- children who are at least 3 years old on or before 31 July in that preschool year and from low income and/or Aboriginal families.
- children with English language needs.
- children with disability and additional needs.
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. Priority must be given to the groups outlined above before any other groups, including non-equity three year olds.

#### **Enrolment forms:**

A completed enrolment form will be completed by each family prior to their child attending the service. In accordance with Regulation 160, enrolment forms will contain the following information:

- A child's full name, date of birth, gender and address.
- The name, address and contact details of the child's parent/s, guardian who may give authorisation to collect the child, be contacted in case of emergency, authorise medical treatment and the attendance of the child on excursions.
- Any court orders, parenting orders or parenting plans relevant to the child.
- The language/s the child and family use at home.
- The cultural background of the parent and family.
- Any special considerations for the child, eg. religious, dietary or additional needs.
- Authorisation for the preschool to seek medical treatment when required and to be transported by ambulance to the hospital, the child's Medicare number, allergies and immunisation status.
- Adequate information to manage medical conditions as prescribed in the relevant policies – Management of Medical Conditions.

A privacy statement will be attached to the enrolment form which details:

- The name and contact details of the service.
- The fact that enrolling parents / guardians are able to gain access to their information.
- Why the information is collected.
- The organisation to which the information may be disclosed.
- Any law that requires the particular information to be collected.
- The main consequences for not providing the required information.



Enrolment forms will be completed on enrolment, annually and when family circumstances change.

**Custody Arrangements:**

The Education and Care Services National Law requires our services to have details relating to custody and access arrangement when families have separated parents, guardians and caregivers. Families must inform the preschool of details relating to a custody or access arrangement, alterations to these arrangements and a plan for dealing with custodial matters upon collection of children, the provision of information and communication with the preschool. A copy of any documentation relating to custody arrangements must be provided prior to a child commencing attendance at preschool. This will be stored with the child's enrolment form.

**Orientation Process:**

Pinnacle Preschool is committed to providing an individualised and comprehensive orientation process to support families and children to attend the service. This will include:

- An open-door policy for children and families to visit the service.
- Having a tour of the service, a yearly information or orientation event for families to highlight the practices and principles of the preschool and our approach to providing quality early childhood education.
- Published information available through written material, a website and family handbook that provide information relating to the preschool.
- Discussion with families on how to support them and their child best in the orientation process.
- Ensuring families are able to contact the preschool to discuss their child's participation and wellbeing at any stage.

**Procedures:**

**Pinnacle Preschool management:**

- Will ensure the service operates in line with the Education and Care Services National Law and the National Regulations 2011 in regards to the enrolment, orientation and collection of children policies and practices.
- Will provide opportunities for prospective parents to visit the preschool at various times to observe the program, interactions and education of children prior to their child's enrolment.
- Will ensure that enrolment forms comply with legislative requirements and are provided before children commence enrolment.
- Will allow parents / guardians to enter the premises at any time, except when this poses a risk to children or staff or has provisions for excluding access under custodial orders.
- Will keep a waitlist and apply the priority of access guidelines, as above, when allocating positions.
- Will provide families with an enrolment package that includes a Family Handbook, Enrolment Form and the requirements relating to the management of medical conditions, excursions and individual needs.
- Will provide information relating to fees and the collection of fees on enrolment.
- Will provide assistance to fill out forms when necessary.
- Will ensure a completed enrolment form with all signed authorisations is collected for each child.



- Will ensure enrolment forms and documents relating to children, families and staff are kept confidentially in a locked file.

**Pinnacle Preschool staff:**

- Will be aware of the enrolment policy and assist management to gather and update all necessary paperwork as stated above.
- Will assist in the enrolment and orientation procedure by giving families access to their classroom / playground to see the program, to provide information on enrolment on the educational program and individual developmental documentation for their child.
- Will ensure that enrolment forms are accessible to gain information relating to individual children and their needs.
- Will allow parents / guardians to enter the premises at any time, except when this poses a risk to children or staff or has provisions for excluding access under custodial orders.
- Will communicate regularly with families as their child attends orientation, or commences enrolment, in an empathetic and respectful manner.
- Will show empathy, care and respect for both families and children who are suffering from distress when separating from each other during enrolment at preschool.

**Pinnacle Preschool families:**

- Will ensure a signed enrolment form, plus any subsequent authorisations required, is returned to the preschool prior to their child commencing enrolment.
- Will have access to the Enrolment and Orientation Policy and comply with the requirements.
- Will work with staff at Pinnacle Preschool to make a plan for their child's enrolment and work together when their child is experiencing distress during separation or in attendance at preschool.
- Will understand the legislative requirements surrounding the provision of information on their child upon enrolment and inform Pinnacle Preschool when any changes occur to enrolment, custodial details, management of medical conditions or individual needs.

**Policy Disclaimer:**

This policy will be reviewed to ensure compliance with legislation and industry changes. This will occur at any time that is required, or a minimum of every two years. In accordance with Regulation 172 of the Education and Care Services National Regulations 2011, parents / guardians of enrolled children will be notified at least 14 days prior to a change in any policy or procedure referred to in Regulation 168 that may have a significant impact on the provision of education, fees or the family's access to the service.

<b>Record of policy development:</b>		
<b>Version</b>	<b>Date approved</b>	<b>Date for review</b>
Version 1	1 September 2019	September 2021
Version 2	19 May 2022	19 May 2023