

ENROLMENT AND ORIENTATION NQS 6.1.1 Version 1.11

After an initial inquiry, families may place their child's name and family contact details on either the Long Day Care Waiting List and / or the Preschool Waiting List. When a place becomes available, families will be contacted by Centre staff to complete an Enrolment form. At Keithcot Farm Children's Centre we offer an orientation process to ensure that children and families feel comfortable with the staff team, the integrated setting and enjoy a positive and engaging experience. The Children's Centre implements the philosophy of Primary Educating which ensures that each child and family have an educator that they can develop a strong relationship with. Primary Educating emphasises the importance of knowing the child well as the relationship provides a secure base for a child when they experience new challenges. Over a period of time, the child and parents will develop relationships with a range of educators and we believe that this is an effective strategy to nurture each child's growth and development.

Management will:

- Provide each family with a Children's Centre induction pack which includes the Children's Centre information book, our web-site address and other useful information.
- Discuss with families upon enrolment any additional needs their child may have eg. Speech and language, developmental concerns or considerations such as medication, allergies, cultural beliefs etc. and for babies, their individual needs and routines.
- Encourage an orientation process for parents and their child into the long day care program. To ensure the best outcomes for children and their families, a minimum of 3 one hour orientation visits are offered. The parent will stay with the child at these times.
- Offer an information session to parents of children starting the preschool program.
- Encourage families to participate in all aspects of the Children's Centre eg, volunteering and the Governing Council.
- Encourage families to provide written or verbal feedback relating to the enrolment process.
- Provide a translator for families if necessary, to assist in the Enrolment and Orientation procedure.

Staff will:

- Introduce themselves to parents and children during the orientation process.
- Support families to complete the enrolment form, or when applicable, ensure Families SA caseworkers sign the enrolment form for children who are under the Guardianship of the Minister.
- Notify each family about who their child's primary educator is as soon as possible.
- Communicate with the family about their child's initial visits and about procedures relating to signing in, parent communication pockets etc.
- Ensure that during the first few weeks of the Preschool program, there is a strong focus on developing relationships, establishing routines and setting limits to ensure a positive orientation.

CREATED: November 2007

REVIEWED: November 2008, March 2009, January 2010, January 2010, January 2011, January 2012, January 2013, January 2014, January 2015, January 2016, January 2017, January 2018

TO BE REVIEWED: January 2019

SOURCED: Children's Services (Child Care) Regulations 1998
 South Australian Curriculum Standards Accountability Framework
 Programming and Planning in Early Childhood Settings 3rd edition
 "Supporting Children to Settle into Child Care" – NCAC publication (Dec 2006)
 Early Years Learning Framework 2009
 Early Years Learning Framework – Professional Learning Program "Conversation" 2011
 DECD Preschool Enrolment Guidelines July 2012
 DECD Enrolment Policy 2014