

ENROLMENT AND ORIENTATION Version 1.14

Upon Governing Council approval Keithcot Farm Children's Centre Childcare Inc., operates for 49 weeks of the year, with a three week closure at the end of the year. In the case of a local emergency such as a bushfire or pandemic, the Centre may be directed to close. After an initial inquiry, families may place their child's name and family contact details on a Waiting List for Long Day Care and / or Preschool and register for Community Development and Allied Health programs. We will inform families of the minimum two day and maximum three day a week policy and will contact families when a place becomes available. We implement a 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 an induction pack which includes the Children's Centre Information book, our web-site address and other information to build parent capacity.
- Discuss with families any additional needs their child may have e.g. Speech and language, developmental concerns or considerations such as medication, allergies, cultural beliefs etc. and for babies, their individual needs and routines. The Children's Centre may provide Medical forms to meet specific health requirements or direct the parent to their GP.
- 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 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 e.g. volunteering and the Governing Council.
- Encourage families to provide written or verbal feedback relating to the enrolment process.
- Provide a translator for families if required, 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 a Department for Child Protection caseworker signs the enrolment form for a child who is a 'Child In Care.'
- 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 term 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, January 2019, September 2020, September 2021

TO BE REVIEWED: September 2022

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



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DECD Preschool Enrolment Guidelines July 2012
DECD Enrolment Policy 2014