

## **ENROLMENT AND ORIENTATION Version 1.15**

Upon Governing Council approval provided annually, 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. We will inform families of the minimum two day and maximum three day a week policy and the Assistant Director 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, dietary requirements and 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.
- Provide families access to the Early Years App 2023
- 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.
- 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 pigeonholes etc.

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, September 2022, September 2023

TO BE REVIEWED: September 2024

SOURCED: Children's Services (Child Care) Regulations 1998

South Australian Curriculum Standards Accountability Framework

Programming and Planning in Early Childhood Settings 3<sup>rd</sup> edition

"Supporting Children to Settle into Child Care" – NCAC publication (Dec 2006)

Early Years Learning Framework 2009, V2.0, 2022

Early Years Learning Framework – Professional Learning Program "Conversation" 2011

Early Years SA App - 2023