



Orientation/Enrolment of a New Child

Date adopted:

Date last reviewed:
April 2021

Reviewed by:
Board of Management, Staff,
families

Date of next review:
April 2023

Policy context:

This policy relates to:

National Quality Standards.	Quality Area 6 Collaborative partnerships with families and communities Standard 6.1 <i>Supportive relationships with families</i> Respectful relationships with families are developed and maintained and families are supported in their parenting role. Element 6.1.1 <i>Engagement with the service</i> Families are supported from enrolment to be involved in the service and contribute to service decisions.
Legislation/Act.	Education and Care Services National Regulations [NSW] 93 Administration of medication 5 (b)(i) 160 Child enrolment records to be kept by approved provider and family day care educator 161 Authorisations to be kept in enrolment record 162 Health information to be kept in enrolment record

Documents related to this policy

Related policies	Acceptance and Refusal of Authorisations Allergy/Anaphylaxis Policy Dealing with Medical Conditions Family Handbook Folder – also accessed at https://wwpccc.com.au/parents Placement in Classroom
Forms or other organisational documents	Enrolment Forms Special Diets Form
References	

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.

Responsibility for review: The Board of Management.

Where appropriate staff will be part of the review process.

Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.

Purpose

To document procedures for enrolling, orienting new child/families.

Rationale

- To inform new family of the guidelines and procedures of the Centre.
- To offer a smooth transition for the child between home and the Centre.
- To incorporate family needs / expectations into the Centre.

Procedure

- Families are invited to visit the Centre prior to attendance to facilitate smooth transition.

- During enrolment process parents to fill out:
 - Enrolment forms
 - Emergency contact information and authorities
 - Health checklist – chronic illness/ asthma/ allergy/ anaphylaxis/ diabetes forms, dietary requirements
 - All authorities.
- Encourage families to commence Child Care Subsidy application process with Centrelink before the child starts.
- During enrolment process parents to:
 - Be given an overview and provided with a Family Handbook list or (copy as requested) including the Medical Conditions Policy.
 - Be offered access to all family related policies via the centres website.
 - Parents to bring current Immunisation History Statement and Birth Certificate for Centre to photocopy
 - Meet all educators
 - Be familiarised with some physical aspects of the Centre, such as fruit bowl, sign in/out sheets/tablet devices, program display, medicine cabinet, children's lockers, rooms, bathrooms and out of bounds areas for children e.g. kitchen, storage areas, etc.
 - Offer overview of documents and newsletters to be received e.g. receipts, evaluation forms and children's learning journals.
- Send home a Child Questionnaire to help give some in-depth information re child's background interests and needs.
- Maintain open channels of communication and encourage parents to stay and participate or telephone if they have any concerns.
- Provide families with opportunities to respond to the orientation process and give feedback.