



# NARNIA CHRISTIAN PRE-SCHOOL AND EARLY CHILDHOOD CENTRE

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)



## ENROLMENT AND ORIENTATION POLICY

### **Introduction:**

Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings and promote a quality experience of education and care for children.

### **Aim:**

- Enrolment and orientation processes are planned and implemented.
- Documentation, including authorisations, are completed during the enrolment and orientation process.
- A thoughtful process is planned in consultation with families, to welcome a child and family to the education and care service.

### **Explanation:**

Narnia Christian Preschool and Early Childhood Centre (Waratah and Port Stephens) have 3 learning areas. Lucy's Room (0-2 years), The Dancing Lawn (2-3 years) and The Great Woods (3-5 years). Narnia Christian Preschool (Gosford) has 2 learning areas. The Dancing Lawn (2-3 years) and The Great Woods (3-5 years).

### **Implementation:**

#### **Pre-enrolment orientation**

Narnia Christian Preschool and Early Childhood Centre welcomes visits from prospective families and children. The Nominated Supervisor (Centre Director) or Administration Officer may provide the visiting family with a tour of the service environment and information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff;
- the physical environment;
- administrative matters, cost, and fee payment methods;
- how to provide feedback.

#### **Next steps**

Following a pre-enrolment orientation a family may wish to place their child's name on the waiting list. After consideration of access guidelines and availability of a position, the child/ren may be offered a position at the centre. Positions are filled exclusively from the waiting list in accordance with Priority of Access Guidelines.

The family will be asked to accept the offer of the position.

#### **Enrolment**

The Administration officer will conduct an enrolment process following the acceptance of an offer. An enrolment package will be given to the family and will include:

- An enrolment form-that includes authorisations;
- Current fee structure and payment details including CCB and CCR information;
- Access to policies including, but not limited to, those required under Regulation 168;
- Information on National Quality Framework, National Quality Standards, and the EYLF;

During the enrolment interview a process of orientation will be planned in collaboration with families to provide the best possible start for the child at the service.

Families will provide the following, prior to the agreed start date for the child:

- A completed enrolment form including authorisations;
- A \$80 enrolment acceptance fee (non refundable);
- Current Immunisation records;
- Birth Certificate, Passport or other identification;
- Current contact information for parents and emergency contacts;
- Information on children's additional needs (including medical conditions, health and developmental concerns).
- Court Orders, Parenting Orders or Plans. Court Orders relating to child's residence or contact with a parent or other person.

This information will be kept at the service premises in accordance with service policies and the *Education and Care Services National Regulations 2011*.

### **Prior to formally commencing at the service:**

1. Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions and how to manage them if required.
2. The Nominated Supervisor (Centre Director) or Administration Officer will inform the educators and staff of the intended time for any pre-commencement orientation visits.
3. A family member will remain on the premises during these orientation visits. The family must sign the visitors book/register on arrival and when they leave. The child cannot be left at the service until they have formally commenced at the service and are therefore not included in the ratios.
4. During the orientation process educators and staff will interact with the child and actively encourage them to engage in the service program and activities. They will also be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios.

### **Upon commencement**

On the child's first day of attendance educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required. Throughout the day, educators welcome phone contact with the family to let them know how their child is settling.

When first placing your children in child care, we understand that parents may feel anxious about leaving their child in the care of someone else. The staff at Narnia Christian Preschool and Early Childhood Centre are here to help and support the parents and children throughout this time.

Parents are also invited to an information night (Waratah Centre) which explains the program, philosophy, the child's requirements and tips for settling children into the environment. Separate sessions will be held for each room. Parents and children (Gosford Centre) are invited to a "meet the teacher" morning in December the year before they commence.

Families who start mid-year particularly or where children are having difficulty separating are encouraged to gradually settle their children into the Centre. Often children will settle into a new environment easier if they start with short stays, and build up to whole days. This can be done in a number of ways. A suggested way to commence the orientation process is:

- 1<sup>st</sup> day** Visit and stay with your child between 9:00am – 11:00am
- 2<sup>nd</sup> day** Visit and stay with your child between 9:00am – 9:30am and then leave your child until 11:00am. (The staff will discuss with you as to how your child is going and whether you need to continue this process.)
- 3<sup>rd</sup> day** Visit and stay with your child between 9:00am – 9:30am then leave your child over lunch and sleep period – collect your child at approximately 2:00 pm

Mornings between 9:30am and 11:30am are recommended as it is “activity time” when children have the best opportunity to participate in their new environment and become familiar with the staff, children and the surrounds.

We are flexible and happy to tailor the settling in process to the needs of the child and parents.

Our orientation procedures enable children and parents to become familiar with the Centre staff, and to discuss the child’s individual needs and routines.

Parents are welcome to telephone during the day to check on their child’s progress during the first couple of weeks.

### **Evaluation**

Successful orientation and enrolment procedures promote smooth transitions between home and service.

*This policy links to the following:*

*National Quality Standards: 4.2, 6.1.1, 6.1.2, 6.1.3, 7.3*

*Education and Care Service National Regulations 2011: 160-162, 177, 183*

*Education and Care Services National Law Act 2010*

*Privacy Act 1988*

*Health Records and Information Privacy Act 2002 (NSW)*

*Family Assistance Law: [www.dss.gov.au](http://www.dss.gov.au)*