



Enrolment & orientation Policy

POLICY STATEMENT

We will provide an efficient enrolment procedure that is clear and understandable. We will ensure the confidentiality of our families through provision of secure recording and storing procedures. Our service will provide a clear, friendly and comprehensive orientation procedure to new families prior to enrolment

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Service policies and documentation	Other
103, 158, 159, 160, 162, 168, 171, 172, 173, 177, 183 to 185	6.1	Constitution Service Philosophy Quality Improvement Plan Family Handbook Staff Handbook Fee Policy Confidentiality Policy	Network record Keeping Factsheet Child Care Service Handbook (DEEWR) Child Care Benefit Legislation Family Law Act Privacy Act

ENROLMENT PROCEDURE

1. Enrolment must be completed for each child online through the QikKids My Family Lounge website before they can attend the Centre.
2. The Co-ordinator or a permanent staff member will be available to provide additional support and information about the enrolment process to ensure all the details can be completed and understood in the family's first language.
3. The enrolment information will include all relevant details relating to personal, medical, immunisation and custodial details for each child, family and emergency contacts along with any special requirements relating to that child.
4. If a child is subject to an access order (AVO, court order, adoptions, etc.) or agreement, the Centre must have a copy on record plus any subsequent alteration registered by the Court.
5. Evidence of Court Orders or Agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.
6. Families are required to re-enrol each child at the start of each calendar year.
7. Families are advised that it is their responsibility to notify staff of any changes to their current details on enrolment.
8. Depending on availability of care, children may be enrolled at any time throughout the year.
9. Families may also place their child on a waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability and priority of access guidelines.

IMMUNISATION REQUIREMENTS FOR ENROLMENT

1. Our Centre respects the right of individual families to choose whether or not they immunise their children. However, children who are not immunised will be excluded during an outbreak of a vaccine-preventable disease.
2. Immunisation status will be recorded in the enrolment form. Families who decide not to immunise their children will not be entitled to the Child Care Subsidy.
3. In the event of an outbreak of a vaccine-preventable disease at the Centre or at the school attended by children at the Centre, children who are not immunised will be required to stay at home for the duration of the outbreak, for their own protection.



4. The Public Health Unit will be notified if any child contracts a vaccine-preventable disease.
5. Payment of fees will be required for children during an outbreak of a vaccine-preventable disease, unless otherwise agreed to by the Committee.
6. All staff are encouraged to maintain appropriate immunisation. It is also recommended that all adults receive a booster dose of tetanus and diphtheria vaccine every 10 years.

ORIENTATION PROCEDURE

Family Orientation

1. The Co-ordinator will ensure that each family is:
 - Introduced to staff and management;
 - Given a guided tour of the service; and,
 - Shown where all relevant forms are kept.
2. The Co-ordinator will ensure each family receives information on LOOSH:
 - Hours of Operation;
 - Service Access;
 - Fees;
 - Arrival and Departure Procedure;
 - Absent or Missing Children Procedure;
 - Parent Communication;
 - Grievance/Complaints Procedure;
 - Extra-curricular activities;
 - Food and Nutrition;
 - Transportation;
 - Sun Protection Policy;
 - Emergency Procedures;
 - Incident and Accidents Procedure;
 - Sickness and Medication Procedure;
 - Child Protection Policy and Procedure;
 - Behaviour Guidance Policy and Procedure; and,
 - Daily routines and programming.
3. The Co-ordinator will ensure that each family receives:
 - Enrolment information;
 - Family Handbook;
 - Fees Policy; and,
 - Where required, a copy of an Individual Emergency Management Plan (Asthma, Anaphylaxis, Allergy, additional medical condition, dietary requirement, etc.)

Child Orientation

4. A member of the staff will:
 - Introduce themselves and other staff members who work at the service;
 - Show the child/ren where to put their bags;
 - Show them where the exits, toilets and drinking water are located;
 - Give the child/ren a tour of the centre and explain what activities are available to them;
 - Make enquiries about the child's interests and hobbies;
 - Explain the daily routine;



- Introduce them to several children of similar age or with similar interests;
- Walk with Lapstone Public School Kindergarten children from their class rooms for the first 3 weeks of Term 1. These arrangements may be extended depending on the children needs at the times (additional needs, transition, anxiety, etc.)
- Introduce a buddy system for younger children attending Glenbrook Public School and St Finbars. Staff may catch the Blue Mountains Public Bus to Glenbrook Public School or St Finbars to help with the transition for Kindergarten children in Term 1 to ensure they arrive safely. These arrangements will be dependent on the child/ren's needs at the times (additional needs, transition, anxiety, etc.) and will be discussed with parents/carers.

Revisions

Date of review	Reviewed by	Endorsed by	Date of next review
Jan 2022	Parent committee & loosh staff	Parent committee	June 2023