

POLICY FOR ENROLMENT AND FAMILY ORIENTATION

Revised: November 2016 Version No 4 | Review: May 2018

RATIONALE

At Salamander Child Care Centre, we believe it is not only the child we are welcoming to the Centre, but the child's family as well. We consider the orientation process to be vitally important as the first step towards establishing a trusting and reciprocal relationship between children, families and educators.

AIM

The Orientation process aims to achieve the following:

- To ensure families feel welcome and relaxed at the Centre.
- Families are able to express what they are looking for in a Centre.
- Communication with families is valued, important and encouraged.
- Families have sufficient initial information about the daily routine and operations to ensure the transition for them and their child is successful.
- To make the orientation and transition process responsive to individual families.
- To ensure support for families and their child is continued throughout the transition period.
- To plan for smooth and successful transitions when children change rooms within the Centre.

IMPLEMENTATION

Wait Lists

Families apply to have their child/ren placed on the waitlist via a Waitlist Application Form.

Families are requested to submit their application via mail, email or in person.

Tours of the Centre can be made by appointment. This enables families to see whether the Centre philosophy matches their family values and beliefs.

Waiting lists will be assessed in line with Priority of Access guidelines by CCMS.

New Enrolments

1. Families are offered a position in line with Priority of Access guidelines via phone or email.
2. To accept the position, families need to complete the necessary documents and pay the refundable bond by the due date.
3. Families are invited to a welcome orientation meeting at a mutually convenient time.

The meeting has several parts:

- The Director/Staff meet with families first and cover items listed on the 'Family Orientation Checklist'.
- The family and child meet with educators to further discuss their child's specific requirements.

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- Families will also be given a sheet to complete about their child i.e. aspirations, interests, family culture, etc.
 - Families may like to meet the cook/s and discuss their child's specific food requirements.
 - Families will be introduced to the Administration Assistant in case they need to make inquiries about fees.
4. Once given a starting date families are encouraged to spend time with their child participating in extra orientation visits to help their child feel comfortable and settle into their new environment.
 5. Before the child's first day of attendance the Centre must receive a completed Enrolment Form, a copy of the child's Birth Certificate and an up-to-date Immunisation History Statement.
 6. Director/Staff will be available to ensure parents/carers are comfortable with the arrival procedures and are available to support the family after they leave their child.
 7. Families are encouraged to phone the Centre throughout the day for reassurance their child has settled in.

Re-Enrolments

- In preparation for the New Year all children currently enrolled in the Centre will be given a form for the following year.
- Children are guaranteed the same days they currently attend if all fees are paid in accordance with the Fee Policy and are up to date.
- Any additional days will be allocated in accordance with the Priority of Access guidelines. If any two or more families are of equal status their names will be drawn from a hat. This action will be witnessed by two senior staff members.
- Any children who are enrolled in kindergarten, a fulltime preschool program or extended kindergarten program on school premises the following year, will complete their enrolment on the last day of children's attendance for the year they are currently enrolled.

School Leavers

A school leaver's night will be held for all children enrolled the following year in a full time one year kindergarten program only. This night is a celebration of the children's completion of their prior to school learning for staff, children and families. (Depending on the number of school leavers a limit may be placed upon the number of family attendees for WHS laws.)

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Existing Enrolments Moving to a New Room

At the beginning of each year children transition from one room to the next to fill vacancies. We recognise this change can be very different for children and families and we endeavour to plan a smooth and successful transition. The following procedures are implemented to achieve this:

1. Beginning late in the year, children are taken in small groups with the educators in their current room/outdoor area to visit the room they will be starting in the following year.
2. Families are invited to an information evening for their new room. Educators will present information about the program and how families are included. Families are also asked to express concerns or aspects of learning they would like included in the year. These items will form part of the beginnings of the room goals for the year. Families will be given a form to complete about their child i.e. aspirations, interests, family culture, etc.