



ENROLMENT AND ORIENTATION POLICY AND PROCEDURES (ELC)

1 PURPOSE

This policy will outline:

- the criteria for enrolment at Minaret College Early Learning Centres
- the process to be followed when enrolling a child at ELC, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into ELC
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education services

2 SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person in day to day charge, Persons in charge of enrolment, other educators and parents who wish to enrol, or have already enrolled their child at Minaret ELC.

Minaret ELC is committed to providing a safe, secure and caring environment that is supportive, stimulating and enriching for all children and families. We are committed to children and families having a positive orientation process, where we can support children and families to feel they belong and to build warm, strong, enduring, respectful and reciprocal relationships with the educators.

3 PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs, based on funding requirements
- developing procedures that ensure all eligible families are aware of, and where possible able to access an early childhood program
- appointing a person/s to be responsible for the enrolment process and the day-to-day implementation of this policy
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria

The Nominated Supervisor, Responsible Person in day to day charge and other educators are responsible for:

- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- distributing, accepting and collating enrolment forms
- allocating places as per DET guidelines for Priority of access
- ensuring that all required information is provided to the service, supported with evidence such as child's immunisation status, copy of birth certificate, copy of concession card
- ensuring that enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- reviewing enrolment applications to identify children with additional needs
- ensuring that enrolment forms are fully completed prior to the child's commencement at the service and all relevant documentation is placed in the enrolment file
- maintaining a waiting list
- developing strategies to assist new families to:
 - feel welcomed into the service – become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required
- complying with the service's Privacy Policy in relation to the collection and management of a child's enrolment information
- passing on relevant information of each enrolled child to the Admin Officer (Person responsible for enrolment, including the person in charge of KIM portal) for further processing.

The person responsible for the enrolment process is accountable for the following:

- providing access to enrolment application forms and supporting families to enrol
- referring families to Minaret College ELC for a tour, when required
- receiving copies of children's enrolment form from ELC and entering data to School Administrative System
- maintaining and updating accurate records and informing all stakeholders of any changes.

Parents/guardians are responsible for:

- reading and complying with this Enrolment and Orientation Policy
- completing enrolment forms prior to their child's commencement at the kindergarten
- completing fee agreement forms by due date to confirm child's enrolment
- ensuring that all required information is provided to the kindergarten
- updating information by notifying the service of any changes as they occur.

4 GENERAL ENROLMENT AND ORIENTATION PROCEDURE

4.1 ENROLMENT

1. Minaret College ELCs provide full time kindergarten sessions, from 8:15am – 3:45pm.
2. Minaret College ELCs require children to attend a minimum of two days per week.
3. Enrolment is open to 3 and 4 year old children.
4. Enrolment application forms are available at each ELC and can be sent to parents if requested. Currently, a form designed and printed by an external provider is used for enrolment.
5. Parents/guardians must fully complete the form and provide prescribed information and authorisations before the child starts at the ELC.
6. Child's Birth Certificate must be submitted with all applications.
7. Child's Immunisation Status Certificate that shows their child:
 - a. is up to date with vaccinations for their age OR
 - b. is on a vaccine catch-up schedule OR
 - c. has a medical condition preventing them from being fully vaccinated must be submitted with all applications under 'No Jab No Play' legislation.
8. Positions for the 4 year old program are subject to the priority of access criteria outlined in DET guidelines and availability of places at Minaret College ELC.
9. Access to completed enrolment application forms will be restricted to the person/s responsible for the enrolment process, Nominated Supervisor and educators at the service.

4.2 ORIENTATION

1. Once a family has accepted a position at Minaret ELC orientation is set up. Orientation is tailored to meet the individual needs of the children and the family.
2. Normally, we require a minimum of four visits before a child can start at the ELC. This is to ensure that the child, families and educators are happy that the child is settled into their new environment.
3. A series of short visits are set up with the educators in the ELC. This is a time where information sharing happens, routines and information about the educational program are discussed. We do endeavor to ensure that the child experiences different times of the day when orientating, such as morning or afternoon tea, lunch, and sleep or rest time.
 - a. First visit is generally 30 minutes – 1 hour, where the family stays with the child in the room
 - b. Second visit, extends a little longer and an attempt to leave the child for the first time for 15-20 minutes
 - c. Third visit extends again in time, with an attempt to leave the child longer, 30-60 minutes
 - d. Fourth visit is about 2-3 hours. Again another attempt at leaving the child longer, 1-2 hours.
4. When a child starts Kinder and is left for the first time, it is suggested that the first few days are shorter to allow the child to get use to the Kindergarten slowly.
5. Families are encouraged to call throughout the day to see how their child is going.

5 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074
Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

DOCUMENT CONTROL

Doc ID: POL-ELC-015
Version 1.2
Reviewed: March 2022
Approved: November 2018