

ENROLMENT AND ORIENTATION POLICY

PURPOSE

This policy outlines:

- the criteria for enrolment at Kinderlea
- the process to be followed when enrolling a child at Kinderlea
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Kinderlea

POLICY STATEMENT

1. VALUES

Kinderlea is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service

2. SCOPE

This policy applies to educators, Committee of Management, and parents/guardians who wish to enrol or have already enrolled their child at Kinderlea.

3. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, is on a recognised catch-up schedule if their child has fallen behind their vaccinations; has a medical reason not to be vaccinated; has been assessed as being eligible for a 16 week grace period.

Application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Application form: A form to apply for a place at the service.

Authorised nominee: (In relation to this policy) is a person over the age of 15 years who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Confirmation fee: A charge to secure a place that has been offered in a program at the service. This is non-refundable.

Eligible child: A child who has turned 3 years by 30th April in the year they commence and as described in the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment form: A form that collects contact details, personal, and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under Children's Services Regulations (Reg. 31-35 CSR) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

Fees: The payment for the services provided by the centre for the period the child is enrolled in the educational program.

4. SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- *Immunisation enrolment toolkit for early childhood education and care services* 2015: www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit
- Victorian Department of Health: www.health.vic.gov.au/immunisation

SERVICE POLICIES

- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

ALL EDUCATORS SUPPORTED BY THE COMMITTEE OF MANAGEMENT ARE RESPONSIBLE FOR:

- appointing a person/s to be responsible for the enrolment process and the day-to-day implementation of this policy
- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing opportunities for interested families to attend the service and become familiar with the service prior to their child commencing in the program
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- maintaining records of enrolment applications (including, name, age, contact details and payment information)
- ensuring the enrolment process is followed (see Attachment 1)
- ensuring parents/guardians are aware that it is a tentative place until the child's immunisation documentation is assessed as being acceptable
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements (Reg 31, 33, 34 CSR) and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) 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. (Reg 183 ECSNR)
- complying with the confidentiality regulations in relation to the collection and management of a child's enrolment information (Reg 35 CSR)
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period

- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child cannot continue to attend the service if acceptable immunisation documentation is not obtained)
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- 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*
- 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
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- 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
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Licensee or Educators

PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status.
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service.
- ensuring that all other required information is provided to the service.
- updating information by notifying the service of any changes as they occur.
- notifying and providing documentation relating to child custody arrangements; Court Orders and Parenting Plans.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, all Educators supported by the Committee of Management 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Enrolment process

AUTHORISATION

This policy was adopted by the Committee of Management of Kinderlea 3 Year Old Preschool on 8th May 2018

REVIEW DATE: JULY 2021 (OR PRIOR IF REQUIRED TO MEET CHANGES TO REGULATIONS)

ATTACHMENT 1

Enrolment process.

1. Application form and payment is received indicating 3, 6 or 9 hour stream preference.
2. Confirmation letter sent to all families who have placed an application, requesting 3, 6, 9 hour model preference, \$100 payment to secure a place and up-to-date immunisation certificate (*last week in July*).
3. Confirmation letter, payment and immunisation certificate returned - *approx. 10 working days after letter sent out*.
4. Timetable for following year set by Committee of Management and Educators based upon the current and projected enrolment numbers (*late August*).
5. Preference letter sent to families requesting their group preference (*early Sept*).
6. Preference letter returned by mid September.
7. Groups allocated as preference is received.
In the event of over-subscription for a particular group/s, the factors taken into consideration to allocate groups will be:
 - children of Aboriginal decent and/or Torres Islander decent
 - children at risk or vulnerable families
 - children with additional needs
 - children having a second year (group preference must be given within the specified time frames)
 - family/ work commitments*If we are still over-subscribed for remaining places, names will be placed into a ballot and drawn in the presence of 3 Educators/Committee Members.*
8. Enrolment packs collated and handed out at the AGM notifying families of their group allocation.
9. Any new applications and/or late preferences received will be allocated a group based upon the remaining spaces available.

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