Enrolment and Orientation Policy

**POLICY:**

 To provide equal access to families living in the community and to ensure that the needs of each child are met by obtaining all pertinent information regarding the child

 The family members and Children are shown around the centre

 The Centre philosophy, routines, procedures and fee structure are discussed with the family member

 The children’s needs and family members expectations are determined and discussed

 The family member /guardian is given all necessary paperwork- enrolment form, parent handbook, etc. The enrolment form must be complete on the premise on the day of securing the booking

 The required days are booked into the computer and checked. The family member is also advised about fees and the payment procedure

 At the end of the day, the family member/guardian is informed about their child’s day and about how their child is settling into care

**CONSIDERATIONS:**

* Regulation 76 “Information about the educational program is given to family members”
* Regulation 98 “Telephone or other communication equipment”
* Regulation 157 “Access for family members”

**PROCEDURE:**

The centre’s enrolment system conforms to the Government’s “Priority of Access” guidelines, which gives preference to family members who are working or studying.

Where there is not an immediate place available, the child will be placed on a waiting list and the family members notified when a position becomes available. It is recommended that the family members contact the Centre periodically to confirm that they still wish to be on the waiting list. Details about the child will be required at this stage for instance:

 Child’s name

 Child’s age

 Priority of Access

 Care Requirements

On enrolment, family members will be given a parent handbook, an enrolment form. Enrolment forms must be completed for each child and returned to the centre upon commencement

Enrolment forms will be updated annually or when a child’s circumstances change to ensure that the information is current and correct. Enrolment information will be kept in a confidential file and access to this information is available only to caregivers, family member and Commonwealth Department Officers

When enrolling family members are not fluent in English, the Centre will utilise resources from Child Australia and PSCWA.

Staff will ensure that a child, who is not enrolled for a care session or excursion, is not present during the care session / excursion unless it is on a temporary basis or the child is adequately supervised by a person other than a contact staff. However contact staff may care for a child who is not enrolled if the circumstances are exceptional and all reasonable steps have been taken to have the child collected by a family member as soon as practicable.

DATE ENDORSED\_\_\_\_\_May 2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE FOR REVIEW AND EVALUATION\_\_\_\_\_June 2018\_\_\_\_\_\_\_\_\_