



## Enrolment & Orientation Policy (CPFC 3)

### Policy Rationale

At Cooks Hill Preschool the aim of our Enrolment & Orientation Policy is to;

- Maintain full enrolments and ensure the future viability of our Preschool
- Comply with the funding agreement between the Preschool and the Department of Education & Communities
- Ensure that positions are offered in a timely manner to allow for thorough orientation procedures to be undertaken.
- Ensure the correct documentation is obtained from families, and appropriate information shared by the Preschool during the enrolment process in a confidential manner.

### Strategies, Practices and Procedures

Strategies to achieve these aims include;

- Following the **Priority Guidelines** as noted in our Waiting List Policy (CPFC 2). The NSW Department of Education and Communities' Sector Development Grants Program's Preschool Funding Model requires the preschool to prioritise the children who are at least 4 years of age on or before the 31<sup>st</sup> of July in their preschool year, or children who are at least 3 years of age on or before the 31<sup>st</sup> of July in their preschool year AND are from a family holding a low-income Health Care Card AND/OR are of Aboriginal or Torres Strait Island background. In addition, the *Priority of Access Guidelines* as defined by NSW State Government funding agreements require priority for children who are;
  - at risk of harm
  - from culturally and linguistically diverse backgrounds
  - with disabilities
- The Preschool endeavors to meet the needs of the children and families in our community while complying with the above guidelines. Sibling priority is given to children whose family have previously enrolled at the preschool, however a position is not guaranteed as we must ensure the preschool's financial viability from the DEC Preschool Funding. The decision to allow a limited number of three year old siblings has been based on the future viability of our community preschool as we aim to offer our enrolments over a two year period.

- The enrolment process for the following year will begin in Term 3.
  - The Director will make written offers to existing families whenever possible. This offer will need to be signed and the bond of one month's fees must be up to date to secure their position.
  - The Director will make verbal offers of enrolment to the priority families on the waiting list, and subsequently send official offers to the interested families. The child's position will be secured once the signed 'letter of offer' is returned and a non-refundable bond of one month's fees are paid. (The non-refundable component refers to the cancellation of placement prior to the starting date or withdrawal without adequate notice). This bond is held in trust until completion of the school year, at which time they are deducted from their final term's fees, or in lieu of one month's written notice.
  
- When a vacancy occurs during the Preschool year, the Director will offer a place to the child next on the waiting list, subject to the priorities mentioned above.
  
- The Preschool children will be allocated a 2 (Mon/Tues) or 3 (Wed/Thurs/Fri) day position, with the eldest children given priority for the 3 day group. This will ensure the children in their year before school are able to access 15 hours of preschool as advised by the Universal Access Requirements.
  
- Following the initial orientation session, during which time the enrolment procedure occurs, the Director will arrange for the new child and their parents to attend the Preschool for short periods to build their familiarity with our Preschool.
  
- The orientation procedure serves to reassure the child and their family, and to promote their confidence. The daily timetable and program will be discussed; routines explained; the physical environment explored and staff introductions completed.
  
- Enrolment Records must include the following information & be stored confidentially;
  - The full name, date of birth and address of the child
  - The name, address and contact details of each known parent of the child if they are to be an emergency contact
  - Any person who is to be notified of an emergency involving the child if any parent of the child can not be immediately contacted.
  - Any person who is an authorised nominee.
  - Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child.
  - Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child
  - Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person
  
- Upon enrolment families will be given an Information folder which outlines key policies and information about the service.
  
- Families are required to inform the service of any changes to the information provided upon enrolment.

#### Links to Legislation & National Quality Standards

- Education & Care Services National Regulations 2011:157,172,175,177,181,182,183
- Guide to the National Quality Standard ACECQA (2011): 6.1.1, 6.1.3
- DEC Grants Program Guidelines

#### Links to other Policies & Documents

- Safe Arrival & Collection of Children (CHS 2)
- Collaborative Partnerships (CPFC 1)
- Waiting List Policy(CPFC 2)
- Confidentiality & Record Keeping Policy (LSM 1)

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**Policy Updated :** \_\_\_\_\_JUNE 2016\_\_\_\_\_