



Subject: ENROLMENT AND ORIENTATION POLICY	Policy No: ELC 01 – Version 2
Covers: COLLEGIATE ELC, OSHC AND KINDERGARTEN	Effective: December 2018
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Enrolment and Orientation

Policy

Children's "earliest development and learning takes place through relationships ... Educators' practice and the relationships they form with children and families have a significant effect on children's involvement and success in learning." (The Early Years Learning Framework for Australia, DEEWR, 2009).

At Collegiate Early Learning (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten, the enrolment and orientation process are viewed as an opportunity to build engaging and meaningful relationships, to understand and meet the individual needs of each child and family, to share relevant information regarding the needs and interests of each child as well as information regarding the curriculum and pedagogy.

Procedure

Enrolment enquiries may be made directly to St Michael's Collegiate School, the Head of Enrolments or Collegiate ELC and OSHC (All enrolment enquires in regard to St Michael's Collegiate Kindergarten or the wider School community will be managed by the Head of Enrolments).

On initial inquiry, the family (or other applicant) will be supplied with an Enrolment Form and will be offered an appointment to tour the Junior School and the service. Each tour will be conducted by the Head of Enrolments at a time convenient to all parties and will be confirmed prior to commencement (verbally or via email)¹.

Tours and orientation visits will give consideration to:

- The impact of the tour/orientation visit on children currently enrolled and attending the School/service;
- Staff requirements and focus;
- Ratios;
- Group and individual needs and dynamics.

A tour of Collegiate ELC, OSHC and Kindergarten is an opportunity to:

- Meet with relevant staff, teachers, educators and others associated with Collegiate ELC, OSHC, Kindergarten, including the wider School community;
- Discuss any questions or queries, including:
 - each child's individual needs and routines;
 - specific health care needs;
 - administrative procedures;

- policies and procedures;
- Discuss the School and service's philosophy, program and curriculum.

On receipt of a completed Enrolment Form, where available, a position and commencement date will be offered. Where a position is offered, this will be confirmed in writing, once the relevant administration fee has been processed (See Fee Policy).

Where a position is not available, the child/student will be placed on the relevant wait list. Where a child/student is placed on the wait list, this will also be confirmed in writing.

A completed Enrolment Form includes (but is not limited to) the relevant application fee and all required documentation such as:

- Completed application form (including to but not limited to all child and parent details including dates of birth and Customer Reference Numbers (CRN));
- Evidence of immunisation;
- Current Medical Management Plan (as applicable);
- Current Risk Minimisation Plan (as applicable);
- Court or parenting orders (as applicable);
- Support plans (as applicable).

The ELC and OSHC Manager, in conjunction with the Head of Enrolments, will ensure all required data is entered into QikKids and Synergenics.

Orientation

Before each child's commencement, families are encouraged to confirm a time to engage in an orientation visit.

The time, length and consistency of the orientation visits will be structured to meet the needs of the individual enrolling child as well as other children present within the educational setting. Even where parents may be previously associated the School/ service, all families are encouraged to engage in orientation visits.

Orientation visits assist children and families to familiarise themselves with the program, the curriculum, the routines and teaching staff. Orientation and transition visits support each child to "develop a sense of *belonging* when they feel accepted, develop attachments and trust those that care for them. As children are developing their sense of identity, they explore different aspects of it (physical, social, emotional, spiritual, cognitive), through their play and their relationships.

When children feel safe, secure and supported they grow in confidence to explore and learn." (The Early Years Learning Framework for Australia, DEEWR, 2009).

Together, parents and the Manager/Head of Enrolments will determine the number of orientation visits required to support the individual needs of the child. In relation to ELC orientation visits, a minimum of at least two orientation visits is recommended. Collegiate ELC, OSHC and Kindergarten will actively engage with all families to ensure the orientation and enrolment process meets the needs of each child and family, including where additional support and/or orientation visits may be required.

At all times throughout the orientation process, the responsibility for the child remains with the family. Therefore, the parent/family member must remain on the premises or be immediately contactable at all times throughout the orientation visit.

Transitions Between Programs

Collegiate ELC, OSHC and Kindergarten will actively support each child and their family in relation to transitions, with particular focus on transitions between the programs.

Positive and collaborative relationships between children, families, educators, teachers and relevant community representatives is crucial. This includes, but is not limited to, appropriate information sharing and relationship building.

Knowing what to expect in a new environment supports children to make a confident and smooth transitions.

Transitions will be embedded in the program and will be focused on collectively between ELC, OSHC and St Michael's Collegiate Kindergarten. Practices will be critically reflected on, adapted and reviewed on an ongoing basis.

Supporting children (and families) to transition successfully between the programs is important for their journey in continuing to be successful learners.

Children will be supported within transitions between the programs through such avenues as:

- Short visits;
- Combined regular outings or excursions;
- Combined experiences or projects;
- Collaborative program and curriculum;
- 'Step up' days;
- Discussions and orientation visits;
- Offering a variety of 'languages' to explore the transition and associated thoughts, emotions, feelings and experiences;
- Parent meetings;
- Sharing of information.

Allocation of Places

While the Australian Government does not mandate requirements in regard to vacancies, where there is a wait list, St Michael's Collegiate will give due consideration to prioritising children who are:

- At risk of serious abuse or neglect;
- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This reflects the Australian Government's intention to support families who are most in need and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2009–2020.

Relevant Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Fee Payment Policy and Procedure

- Medical Conditions Policy and Procedure
- Provision of a Child Safe Environment Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- Australian Government, Department of Education
- Department of Education, Tasmania

¹ELC tours may, at times, be conducted by the Collegiate ELC Manager (or delegate).

OSHC tours may, at times, be conducted by the Collegiate ELC Manager (or delegate) and/or the OSHC Co-ordinator.