

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Enrolment and Orientation Policy

National Quality Standard (NQS)

Quality Area 6: Collaborative Partnerships with Families and Communities		
6.1.1	Engagement with the Service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.

Education and Care Services National Regulations

Under the Education and Care Services National Law	
177	Prescribed enrolment and other documents to be kept by approved provider

Aim:

To ensure that all families enrolling in our service are given the appropriate information and both families and children have adequate opportunity to meet the educators who will be working in partnership/caring for them.

Implementation:

The leadership team shall ensure that:

- Families are given a tour of the facilities, relevant information, and documentation prior to enrolling in the service.

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- Maintain and manage the waiting list as per the Priority of Access guidelines and offer positions as they become available.
- Place the families on Spike once the place has been offered.

Families will:

- To be on Waitlist, families should submit the Waitlist application form after the tour.
- Be asked to make an appointment with a member of the leadership team to tour the facilities and discuss their requirements for childcare and/or Universal Access.
- Place their name on the waiting list and ring every 4-6 weeks to maintain interest.
- Organise a minimum of three orientation visits prior to the child/ren commencing care.
- Be responsible for reading, completing, and returning the enrolment pack and providing copies of immunisation records, as well as any court orders.
- Have a doctor complete any medical or dietary plans.
- Submit the completed Enrolment pack to the management prior to starting childcare.

Team Leaders will:

- Ensure that child and family are introduced to the main educators of the room, shown the facilities and given information regarding curriculum, portfolios, primary caregiving routines, children's voice and any room booklets and information sheets.
- Consult with Leadership team should the child need additional orientation visits.

Evaluation:

This policy is viewed to be working properly when all new families receive appropriate information.

Source

Australian Children's Education & Care Quality Authority
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
ECA Code of Ethics.
Revised National Quality Standard 2018
Forbes Children's Centre
Kardinia Childcare and Kindergarten

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Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	20/9/17	Policy developed	Trish Cook	20/9/21
1.1	20/9/21	Changed ring every 4-6 weeks to maintain interest	Lori Hart and Dian Faranda-Pluke	20/9/2023
1.2	31/7/2023	Families to be added on Spike is added and families to submit enrolment pack prior starting childcare.	Poornima Radhakrishnan	31/12/24
1.3	Sept 2024	No changes	Lori Hay	Sept 2025