



<b>POLICY:</b>	<b>ENROLMENT and ORIENTATION</b>
<b>6.03</b>	

**1. Policy Objective:**

For the service to have an effective enrolment and orientation process for all new families and children of the Service.

**2. Explanation:**

Families and children need an opportunity to visit and interact within the Service prior to their commencement date. This will allow families to ask questions, meet staff and see the layout of the Service, provide opportunities for children to interact with other children, participate in experiences and familiarise themselves with the environment.

**3. Implementation:**

- 3.1 Once a new family has accepted a position for their child/ren at the Service, an orientation visit will be organised at a time that is agreeable to the family and the Service staff.
- 3.2 The orientation session will be dependent on the needs of the family and child/ren.
- 3.3 The Service will organise an interpreter, if needed and if available.
- 3.4 The parent/guardian will need to complete the *Enrolment Form* (ENR.002).
- 3.5 The new family will be given a tour of the Service and introduced to staff.
- 3.6 The parent/guardian will speak to the Teacher/Lead Educator of their child's group about specific needs and the developmental level of their child.
- 3.7 The Teacher/Lead Educator will explain the communication methods, routines and program for the child's group.
- 3.8 The Service Leader will explain administrative processes in regards to enrolment.
- 3.9 The Service Leader will complete the *Enrolment Induction Checklist* (ENR.005) and place this in the family's administration file.

**Evaluation:**

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

**Associated Documents:**

All associated documents can be found in the Enrolment section of the QLECS Forms and Documents.

**Related Policies:**

- 5.05: Delivery and Collection of Children
- 6.04: Information for Families
- 6.06: Open Door Policy
- 6.08: Partnerships with Families

**References:**

**Legislation:**

- Education and Care Services National Law 2011: Section 172, 175
- Education and Care Services National Regulations 2011: Regulation 73, 74, 75, 76, 80, 111, 157, 168 (2) (k), 171, 172, 173, 177, 178
- Anti-discrimination Act QLD 1991
- Anti-discrimination Act NSW (1977)
- The Equal Opportunity Act 2010 (Vic)