

## Document Control

Document Name	Document Register Number	Review Date
Enrolment and Orientation Policy	1.0.2	November 20
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

## Purpose

To ensure an effective enrolment and orientation process is applied for all parent/guardians and children.

## Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

## Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

Greater Hume Children Services will ensure that:

- i. where possible, parents/ guardians and children are encouraged to visit and become familiar with the scheme's philosophy and the Educator's expectations and routines before enrolment.
- ii. parents/guardians are encouraged to talk with Educators and the scheme about the values and expectations they hold in relation to their child's learning.
- iii. the Priority of Access guidelines are followed under the Australian Government Child Care Service Handbook.
- iv. a waiting list is maintained and offers of placement are made in accordance with Priority of Access and availability of childcare.
- v. children are placed with the most suitable available Educator, and that where possible, parents/guardians are referred to more than one Educator.
- vi. all appropriate registration and information forms are completed prior commencement, the service will also provide information to parents/guardians in relation to accessing child care assistance.
- vii. parents/guardians are provided with an information pack containing all details as required under policy and the relevant standards pertaining to education and care services national regulation.
- viii. parents/guardians are encouraged to access Greater Hume Children Services website to stay up to date with the latest information.
- ix. parents/guardians are encouraged to share information about other child related services accessed by them.
- x. parents/guardians are encouraged to share information about other child related services accessed.
- xi. Educators share information with parent/guardians about how their child is settling in to the service.
- xii. parent/guardians are assisted in finding an alternative placement when the child's Educator is unavailable.
- xiii. Parent/guardian will be made aware of the current legislation for immunisation, "No Jab No Pay" for NSW and "No Jab No Play" for Victoria. This legislation will be strictly adhered to.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure  
Greater Hume Shire Council Model Code of Conduct  
Emergency and Evacuations  
Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid  
Incident Injury Trauma and Illness  
Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students  
Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues  
Engagement and Registration of Family Day Care Educators  
Monitoring Support and supervision of Family Day Care Educators  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
Visitors to the Family Day Care Residence and Venues  
Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Payment of Fees Office Procedure  
Payment of Fees Educator Procedure  
Enrolment and Orientation Office Procedure  
Excursions Procedure  
Dealing with Medical Conditions Procedure  
Child Safe Environment Educator Procedure  
Child Safe Environment Office Procedure  
Incident Injury Trauma and Illness Educator Procedure  
Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students (  
Nutrition Food and Beverages and Dietary Requirements Procedure  
Dealing with Infectious disease Procedure

### References

Nil

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation  
Education and Care Services National Law  
Australian Government Department of Education and Training Child Care Services Handbook

### Associated Records

Nil