

Enrolment and Orientation for Children Policy

Policy Statement:

The Lower Macleay Preschool is a Preschool that strives to deliver the children with a play-based early childhood experience. The Preschool provides a caring, secure environment and an educational program based on the child's individual developmental interests and learning.

The preschool encourages families to assist their children to settle into the preschool program and Belonging, being and becoming part of our preschool community.

Sharing information about the children with each other and developing an understanding of beliefs, culture and expectations of the preschool program is an important aspect of children and families attending preschool.

NQF

QA6	6.1.1	There is an effective enrolment and orientation process for families.
	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities

National Regulations

Regs	177	Prescribed enrolment and other documents to be kept by approved provider
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Aim

To provide children and families with an orientation procedure that allows the family to transition of their children to the preschool environment.

Related Policies

Enrolment Policy

Physical Environment (Workplace Safety, Learning and Administration) Policy

Relationships with Children Policy

Staffing Arrangements Policy

Fee Policy

Implementation

We believe orientation is an important process where educators are able to explain important information about the child's needs and those of the family. This process helps to make the transition from home to preschool as smooth as possible with the aim to maintain continuity between home and the service, which helps the child adjust to the new setting.

The Nominated Supervisor will arrange for the new child to attend the service (together with families to visit and meet the educators, and familiarise themselves with the environment. The children and families are encouraged to participate in the program whilst visiting. Positive interactions at this time (between families, educators and the child) are important for the children to build their confidence about coming to the preschool.

During their visit families will be informed of the daily timetable and program will be able to discuss the routines and any special requirements for the child that may need to be accommodated. Families will also be encouraged to send special comfort items (teddy etc) to help the child in the initial settling in period. Families will also be invited to ring and check on their child at any time if there are any concerns.

On initial visit families are given a guided tour of the preschool environment and are introduced to the preschool educators and children at our service. **A checklist of induction for new families is followed to assist with ensuring information is imparted on starting a preschool education.**

- The handbook is used as a reference for families to peruse with an educator to see that we have a philosophy and code of conduct, an overview of the program and a introduction to the portfolio and learning journals location and why we keep this information.
- We explain where children's bags, lunchboxes and drink bottles are stored and where their written information is kept in individual children's pockets located in the locker room on the wall.
- The hours of operation of the preschool and fee schedule and payment systems on offer.
- On enrolment we discuss children's nutrition and what we encourage at preschool and discuss what their children's dietary needs and preferences are at home and give examples and ideas of what we can incorporate that into preschool. The preschool has a policy on encouraging healthy choices in nutrition for lunchboxes and water for drinking.

Introduce to the programme that the Lower Macleay Preschool offers and given an overview of the **Early Years Learning Framework and the National Quality Framework** and how this is incorporated into our preschool education. Parents are supplied with written information as well as verbal explanations of the research and an overview of how the service incorporates the standards into the program to assist in children's learning.

Part of this orientation visit is also to explain/collect the required documentation for the child:

- Family Handbook.
- Enrolment form.
- Birth certificate.

- Immunisation.
- Medicare card and health care card if applicable.
- Custody papers if applicable.

An enrolment pack is given to families which consist of:

- Family Handbook.
- Enrolment form.
- Centre pay payment form.
- Information on nutrition and immunisation.
- Information on the National Quality Framework.
- Handout on Early Years Learning Framework.
- Information relevant to children attending preschool.

Staff will also explain methods of fee payment and communication:

- Newsletters.
- Children's Pockets.
- Communication book.
- Daily diary.
- Sign in and out book.
- show the parent library where they can access the service's policies, the National Quality Framework regulations and the law and other resources.

BEGINNING PRESCHOOL LIFE AND DEVELOPING A SENSE OF BELONGING

Sometimes, children may feel some anxiety when separating from their family.

All children react differently and by showing you feel positive about this new experience you will help your child settle into this new routine. Some children seem to be very relaxed and happy about attending preschool only to experience anxiety a few weeks into the school term, and this is a common reaction.

Educators at preschool, through their experience, have many strategies to offer that may help your children settle into a smooth transition from home to preschool.

- We encourage our children to wave goodbye at the magic window.
- We encourage families to ring and check that their child has settled in so it gives families peace of mind that they are ok.
- We assist with a story about coming to preschool if the child has ongoing separation anxiety.
- We encourage parents to inform us of any extra special interests that their child has and we can include these in the arrival routine to help the child settle into preschool. Maybe they like fishing, or a particular animal or toy; educators will provide play experiences for your child to participate in upon arrival.

These simple routines help children to develop their confidence.

Parents are encouraged to discuss any concerns they have with our staff so we can accommodate their child's individual needs and assist them in settling into our preschool program.

We reassure the children that their family will be returning in the afternoon to collect them, and always remember to say good-bye. **A key point to remember is to stay positive about sending their child to preschool.**

Parents will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the Nominated Supervisor at a convenient time.

Information on the service's child orientation policy will be available in different languages when required.

FAMILIES INVOLVEMENT

The Lower Macleay Preschool has an open door policy for all families.

All are welcome to become involved in the preschool by being a member of the management committee or by attending any one of the management meetings, information nights and fundraising events.

Families are very welcome to spend some time at the centre to interact with the children and assist in our programme. We encourage families, as members of the preschool community, to share information about their cultural backgrounds, careers, or interests with the children. This enhances the children's development and knowledge of the wider community.

Families are welcome to contribute ideas for activities and local excursions.

Families are welcome to share information pertaining to their children who will assist the staff in understanding their child's interests and individual needs.

Any contribution to our program whether it be big or small is welcomed and valued.

Sources

Education and Care Services National Regulations
National Quality Standard

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Reviewed: 27th July 2013

Date for next review: 27 July 2014