



Enrolment - 4.4

Enrolment & Orientation

<i>Legislation:</i>	Anti-discrimination Act Child Care Act and Regulations 1991 A New Tax System Administration Act 1999 Privacy Act 1988 A New Tax System (Family Assistance) Act 1999
<i>Sources:</i>	Handbook on Child Care Licensing Childcare Service Handbook 2006-2007 www.facsia.gov.au/childcarehandbook (p61-62)

POLICY STATEMENT: Village Kids Childrens Centres will have a comprehensive orientation to the centre - its facilities, fee structures, policies and practices for all new families and children.

RATIONALE: Families and children need an opportunity to visit and interact within the Centre prior to commencement date. This will allow families to ask questions, meet staff and see layout of the Centre and allow children time to interact with other children, meet staff, participate in activities and familiarise themselves with the centre layout.

IMPLEMENTATION:

- Once a new family has accepted a position for their child/ren at the Centre, an Orientation visit will be organised at a time that is agreeable to the family and the centre.
- The Orientation session will vary according to the needs of each individual family and are under no particular time limit.
- The Centre will organise an interpreter, if needed.
- The new family will be given a tour of the Centre and introduced to staff.
- The parent/guardian will need to complete the Enrolment Form, Immunisation Details and any other details, surveys etc specific to their child/ren's needs. These may be taken home for a more lengthy perusal after discussing with staff to ensure comprehension.
- The parent/guardian will also speak to the Group Leader of his/her child's group about specific needs and developmental level of their child. The Group Leader may make written notes.
- The Group Leader will explain the basic communication methods, routine and programme for the child's group.
- The Centre Director will explain about signing in and out of the Centre and security features, the fee structure, Child Care Benefit funding, location of accounts, how to pay their fees and return of receipts.
- There will be opportunity to discuss additional purchases also such as the provision of a sheetbag/ set, hat, tshirts at minimal charges for the convenience of our families.

- The Centre Director or senior staff member conducting the Orientation process will refer to the Orientation Checklist for New Families.
- After a short time in care, families may be asked to complete an Orientation Evaluation survey to assist the centre and staff in reviewing the related practices to ensure that they are supporting the families in care's needs.

EVALUATION AND REVIEW:

This policy will be reviewed at least annually. Family and staff and other relevant community feedback will be considered in the review process. The effectiveness of the practices and strategies used within this policy will be evaluated through a process involving direct verbal and written feedback from families and staff obtained through surveys, communication books, feedback sheets, parent committee meetings and informal daily exchange. Changes in legislation, regulations, QIAS and standards will also be considered. Any changes to this policy will be communicated to families and staff verbally, and in writing through centre display boards and newsletters.