

## Enrolment and Orientation Policy

### **Policy Statement**

The Department for Education and Child Development is responsible for providing preschool education programs in a range of government funded kindergartens. These sites provide an education program for children in the year before full time school as well as to other children who are 'deemed' eligible preschool enrolments.

The Preschool enrolment policy identifies groups of children who may wish to enrol in preschools and clarifies their eligibility for resource entitlements.

### **Scope**

This policy applies to all educators in a DECD preschool service involved in the enrolment process.

### **Objectives**

Children are entitled to access 4 terms of preschool in the year before they start school. There is 1 intake at the beginning of each year for children who turn 4 years of age **before** 1 May.

In addition, the following groups of children are also eligible preschool enrolments and may commence throughout the year.

- *Aboriginal children*
- *Gifted and Talented*
- *Interstate and Overseas Transfers*
- *Australian Defence Force Families*

### **Definitions**

#### **Enrolment record**

The collection of documents including the Enrolment Form which contain information on each child as required under the National Regulations (Regulations 160, 161, 162) including contact details, names of authorised person, names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions, and immunisation documentation. This information is kept confidential by the service.

#### **Immunisations**

At the time of enrolling in preschool, parents or guardians are requested to provide evidence of their child's immunisation status.

#### **Proof of age**

At the time of enrolling in preschool, parents or guardians are required to provide proof of their child's birth date. One of the following documents will be accepted:

- Passport
- Birth certificate
- Official Centrelink documentation which states the child's name and birth date.

#### **Starting School**

Children are required to be enrolled and attending school by 6 years of age.

## **Other enrolments**

The following children may access preschool provided the kindergarten has the capacity to accept the enrolment within existing resources. Children enrolled in these programs may be eligible to access support services.

## **Early Entry**

Early entry may be considered for children, who are considered to be in 1 or more of the following groups, 2 terms prior to commencing full time preschool;

- children with additional needs and/or disability
- children with emerging English as an additional language or dialect (EALD)
- children who are at significant risk due to family circumstances.

Early entry is decided on a case by case basis. Directors or principals may negotiate early entry when;

- additional time at preschool is likely to significantly improve a child's learning and developmental outcomes
- consultation has occurred between the director or principal, centre staff, parents and where applicable, support personnel.

Early entry may commence for up to 3 hours per week in the first term. This can then increase to a maximum of 6 hours per week from the beginning of the second term of early entry.

Eligible enrolments will take priority over early entry enrolments.

## **Extended transition to school**

An extended transition, at the request of parents, may be granted to children with additional needs and/or disability and who have a negotiated education plan (NEP) (or equivalent).

Children may access additional time at preschool, for 1 term, in the form of a transitional arrangement with the school if, in the professional judgement of the preschool director and the school principal and in collaboration with the relevant support services personnel, additional time in the preschool learning environment would maximise the child's educational outcomes.

During this transition period the enrolment of the child will be at the school.

## **Policy Requirement & Responsibilities**

### **Director:**

The Director will ensure that Parents are provided with up to date information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment. This includes ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable.

### **All Staff:**

Staff will ensure all necessary forms are filled out correctly including, special requirements, immunisations, emergency contact person.

### **Orientation visits**

We offer an orientation process to ensure that children and families feel comfortable with the staff team, the integrated setting and enjoy a positive and engaging experience.

To ensure the best outcomes for children and their families, there should be a minimum of 3 two hour orientation visits. The parent will stay with the child at these times initially to help them both become familiar with the educators, setting, routines etc.

We encourage families to provide written or verbal feedback relating to the enrolment process.

We can provide a translator for families if necessary, to assist in the Enrolment and Orientation procedure

Parents will be given information about where to find the kindergarten Policies and Procedures and a Parent Handbook.

Staff will show parents the:

- Centre philosophy.
- Encourage parents to read the Parent Handbook
- Show them the location of the policy book.
- Inform them of ways that they can contribute and be involved in the kindergarten, for example through volunteering or joining the Governing Council.

### **Parents**

Information will be required at enrolment regarding the needs of the child; this may include dietary, health, cultural needs, or sighting of court orders.

### **References**

DECD School Enrolment Policy

Gifted and talented children and students policy

Guidelines for the provision of DECD preschool associated programs

Preschool enrolment form

Students with disability policy

Protecting children from vaccine preventable diseases procedure

**Associated Policy** Acceptance and Refusal of Authorisations Policy.

Endorsed by Staff and Governing Council

Director: Betty Elsworthy

Date 14.3.18

Review March 19

Version 1