



Periwinkle

PRESCHOOL

for Rudolf Steiner
early childhood education

Enrolment and Orientation

Periwinkle Preschool will implement a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and family as well as ensuring all legislative requirements, including the Australian Government Priority of Access Guidelines are adhered to.

Periwinkle Preschool will ensure:

- Children are provided with support and comfort to settle into the service and establish new friendships and relationships;
- A thoughtful process is planned in consultation with families, to assist in separating from their child;
- Educators are provided with a clearly explained enrolment process; time to get to know families before children start; strategies to support families in introducing children to our service, time to develop close professional relationships with families; support from referral agencies; and information about custodial issues;
- Home language, cultural background and family priorities are considered at all times during the process

Goals

Enrolment and orientation procedures form the foundation for strong relationships between families and staff at Periwinkle Preschool and promote a quality experience of education and care for children.

Good procedures include consistent information around service operation and authorisations, promoting compliance and a safe and secure environment for children and families, completing all documentation required to ensure children's safe participation in the program in a timely and comprehensive manner.

At Periwinkle Preschool we warmly welcome families from diverse culture and language groups during enrolment and orientation.



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Strategies

Waiting list application

- Families may visit the Periwinkle website to place their child on the waiting list. Placing a child on the waiting list incurs an administration fee of \$30.00

Pre-enrolment orientation

- At Periwinkle Preschool the potential student's family is invited to a meeting with the director. At the meeting, parents can ask questions and share information about their child's development and learning. The director shares information about Periwinkle philosophies, policies and procedures.

Clear communication of Periwinkle philosophy, policies and procedures

- Comprehensive handbook covering policies and procedures provided upon enrolment
- Periwinkle policies permanently available on website. **Enrolment**

Enrolments will be accepted according to the Australian Government 'Priority of Access'.

Online Enrolment Form

The online enrolment form must be completed by each enrolling family. Where enrolling families are not fluent in English the enrolment meeting will, wherever possible be conducted in the families' primary language. At enrolment, parents are encouraged to provide any further information about their child that will support continuity of care between home and the service.

The enrolment record will include the following information for each child:

- Full name, date of birth and address of the child.
- Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of service.
- Details of court orders, parenting orders or plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.

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- Gender of the child.
- Language used in the child's home.
- Cultural background of the child and child's parents.
- Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need).
- Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Authorisation for the service to take the child on regular outings.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical condition. Details of any allergies or anaphylaxis diagnosis.
- Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan.
- Details of dietary restrictions for the child.
- Immunisation status of the child - a current Medicare immunisation history statement

All information will be checked before enrolment is complete including a copy of the Immunisation statement, ensuring all enrolled children are fully immunised. Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of an up to date Immunisation History Statement and appropriate documentation signed by a medical practitioner. Periwinkle may refer to the North Coast Public Health unit for approval.

A Privacy Statement included in the enrolment form which details:

- the name and contact details of the service;
- the fact that enrolling parents/guardians are able to gain access to their information;
- why the information is collected;
- the organisations to which the information may be disclosed;
- any law that requires the particular information to be collected;

Enrolment forms will be updated when a family's circumstances change, to ensure information is current and correct.



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Custody Arrangements

The Education and Care Services National Law requires our service to have details of all custodial and access arrangements.

- Enrolling family members are responsible for informing the Director of custody and access arrangements on enrolment, and must advise the Director immediately of any subsequent alterations to these arrangements.
- All relevant legal documentation is to be shown to the Director and a copy will be maintained in the child's enrolment record.

Orientation

The orientation and settling in period will consider and respect the needs of both families and children. Parents/guardians will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/guardian and/or educators feel may be necessary to ensure the child's wellbeing.

At Periwinkle we will always consider the feelings and time constraints that families may have in regards to participating in orientation processes and aim to make the experience a positive and welcoming introduction to the service.

Periwinkle will provide options for orientation to the education and care service for families which includes:

- Inviting new families to visit the service with their child at times that suit them, to familiarise families with the service prior to the child's attendance.
- Providing all new families with a conducted tour of the premises which will include introductions to other educators, children and families, and that highlights specific policies and procedures that families need to know about our service.
- Ensuring that prior to their child's commencement each family has a copy of the Periwinkle Handbook and an opportunity to have any questions answered.
- Supporting family members with the opportunity to stay with their child during the settling in process.
- Ensuring all new families are encouraged to share information about their child and any concerns, doubts or anxieties they may have in regard to enrolling their child at the service.

Un-enrolment



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Families who wish to un-enrol their child may do so in writing to administration, giving minimum two weeks' notice. Fees will be applicable in these two weeks while a new enrolment is being sought.

If a family has ceased contact/child attendance without un-enrolling in writing or Periwinkle has reason to believe there are other unethical factors at play:

After a period of two weeks, the approved provider or delegated authority (Nominated Supervisor) may offer their place to another child on the waitlist and inform family of the cessation of enrolment.

Roles and responsibilities

Approved provider

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.
- Providing opportunities (in consultation with the Nominated Supervisor and staff) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.
- Ensuring that enrolment forms (refer to Definitions) comply with the requirements of Regulations 160, 161, 162.
- Ensuring that enrolment records (refer to Definitions) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183).
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law (Regulation 157).

Nominated Supervisor

- Providing enrolment application forms.
- Maintaining a waiting list.
- Maintain an immunisation register.
- Ensures the collecting, receipting and banking of enrolment fees.
- Offering places in line with this policy and criteria for priority access and providing relevant paperwork to families in accordance with this policy.



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- Storing completed enrolment application forms in a lockable file (refer to privacy and confidentiality policy) as soon as is practicable.

Upon enrolment - The Nominated Supervisor:

- confirms and discusses information in the enrolment form, including authorisations, medical conditions and individual needs management
 - outlines the Periwinkle philosophy, educational program, parent community, fees and policies
 - advises attendance days, staffing and the date for the orientation night at the beginning of the school year
 - forwards a copy of the Periwinkle Hand Book by mail after all enrolments are finalised
- ensures that the current handbook is available for download on the Periwinkle web site if parents wish to familiarise themselves further prior to receiving handbook in the mail
 - advises parents that they must notify Periwinkle if any of the information provided (eg: medical conditions or emergency contacts) changes.

Families provide:

- a completed enrolment form including authorisations;
- an enrolment bond payment as outlined in the Parent Handbook
- current immunisation and/or non-immunisation records;
- a birth certificate, passport or other identification for the enrolling child
- current contact information for parents and emergency contacts
- information on children's additional needs (including medical conditions, health and developmental concerns).
- Termly payments on time; term invoice payment must be made within 31 days of invoice or an admin fee will occur.

To confirm their child's enrolment, parents/delegates pay an enrolment fee of \$200.00 and a maintenance fee of \$200.00. The maintenance fee will be refunded termly (\$50.00) to families that have contributed at working bee or equivalent.

Prior to commencement at Periwinkle The director:

- informs the educators and staff of the intended time for any pre-commencement orientation visits.

Educators and staff members:

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- prior to the child's first day, familiarise themselves with relevant information about the child from the enrolment information provided.
- ensure they are aware of any medical conditions and how to manage them if required.
- ensure that a family member remains on the premises during any orientation visits
- ask parents to sign the visitors book/register on arrival and when they leave (Children cannot be left at the service until they have formally commenced at the service)
- attend the orientation evening and be available to answer any questions parents may have

Educators and staff:

- welcome the family and the child on the child's first day of attendance, ensuring that there is a space ready for the child's belongings
- reassure the family and assist with separation if required, contacting parents if their child does not settle.
- Acting in accordance with the obligations outlined in this policy.
- Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law (Regulation 157).
- Developing strategies to assist new families to
 - feel welcomed into the service;
 - become familiar with service policies and procedures;
 - to develop and maintain a routine for saying goodbye to their child.
- Providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- Sharing information with parents/guardians regarding their child's progress with regard to settling in to the service.

Families:

- Read and comply with this policy.

Monitoring, Evaluation and Review



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This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Related Legislation

- Education and Care Services National Law Act 2010
 - Education and Care Services National Regulations: Regulations 168(2)(k), 160, 161, 162, 177, 183
 - Privacy Act 1988 (Cth)
 - Public Health Act 2010 No 127: Part 5 Division 4, Section 87
 - Health records and Information Privacy Act 2002 (NSW)
- Family Assistance Law www.dss.gov.au

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 5: Relationships with Children - Standard 5.1, 5.2
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities - Standard 6.1
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1