

# Enrolment and Orientation Policy

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between Raleigh Street Community Children's Centre (Raleigh St), families, and the Committee of Management (CoM). Such partnerships enable Raleigh St and families to work toward the common goal of promoting consistent quality outcomes for all children.

## National Quality Standard (NQS)-

<b>QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS</b>		
<b>6.1</b>	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
<b>6.1.1</b>	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
<b>6.1.2</b>	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
<b>6.1.3</b>	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>6.2</b>	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
<b>6.2.3</b>	Community and engagement	The service builds relationships and engages with its community.

## Education and Care Services National Regulations/Law-

<b>EDUCATION AND CARE SERVICES NATIONAL REGULATIONS</b>	
<b>88</b>	Infectious diseases
<b>90</b>	Medical conditions policy
<b>92</b>	Medication record
<b>93</b>	Administration of medication
<b>102</b>	Child enrolment records to be kept by approved provider and family day care educator
<b>157</b>	Authorisations to be kept in enrolment record
<b>160</b>	Health information to be kept in enrolment record

<b>161</b>	Education and care service must have policies and procedures
<b>162</b>	Prescribed information is to be displayed
<b>168</b>	Prescribed enrolment and other documents to be kept by approved provider
<b>173</b>	Confidentiality of records kept by approved provider
<b>177</b>	Storage of records and other documents

**Related policies-**

Acceptance and Refusal of Authorisations Policy	Fees Policy
Inclusion and Equity Policy	Privacy and Confidentiality Policy
Gender Equity Policy	Sun Protection Policy
Delivery and Collection of Children Policy	

**Purpose-**

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and Raleigh St to promote positive outcomes for children whilst adhering to legislative requirements.

**Scope-**

This policy applies to children, families, staff, and the Committee of Management (CoM).

**Implementation-**

Raleigh St accepts enrolments of children aged between 6 months to pre-school years.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of Raleigh St
- A vacancy is available for the booking required
- The adult to child ratio is maintained in each room
- Priority of access guidelines are adhered to

**Applying for a place in Early Childhood Education or 4-Year-Old Kinder Program at Raleigh St**

- The City of Darebin administers the Child Care and funded 4-year-old Kindergarten Centralised Waiting Lists. All applications and subsequent offers for a place in Raleigh St are processed through this list

- Families can apply to the Centralised Waiting List office from the birth of their child onwards and names are placed on the waiting list in the order of receipt of application
- A place for funded 4-year-old kindergarten must be applied for through the Darebin Council Centralised Waiting list, even if your child/ren have been attending childcare at Raleigh St in the previous year/s
- Applications for first round of offers for Kindergarten open 1 February and close 30 April in the year prior to attendance
- To register your child/children for Child Care or Kindergarten please visit the City of Darebin website and follow the instructions: <http://www.darebin.vic.gov.au/Darebin-Living/Community-support/FamiliesandChildren/Childrens-Services#Child%20Care>

### **Priority of access-**

All registrations with the Darebin City Council Kindergarten Centralised Waiting List are processed in accordance with the priority of access as outlined below and in alignment with the *Department of Education and Training Kindergarten Guide*.

Allocation of preferences will be made as follows:

1. Allocation of children with additional needs and vulnerable families. This includes where the child is Aboriginal and/or Torres Strait Islander, or the family has had contact with Child Protection (or been referred by them to Child FIRST).
2. Where the child is currently in an Out of Home Care arrangement including kinship care.
3. Children approved by Department of Education and Training for a second year of kindergarten.
4. Children enrolled in the 4 year old funded kinder program at Raleigh St.

Subsequent to the above priorities, Darebin City Council waiting list applications are given weightings according the following factors (with evidence provided to support):

- Families who are Darebin residents or whose child attends unregistered, verified care in Darebin. Unregistered care is provided by family members, nannies or other carers who are not registered with the State authorities to provide registered care. This must be verified with a Statutory Declaration and proof of residency of the carer.
- Where the child attended a pre-kindergarten program at the first preference kindergarten. Please note that children attending a prekindergarten program are not automatically allocated a kindergarten place and must submit an application form as per the process for all Darebin families.
- A child or sibling participated in the preferred kindergarten within the last two years of the application being completed. Please note that children attending a pre-

kindergarten program are not automatically allocated a kindergarten place and must submit an application form as per the process for all Darebin families.

- Where a kindergarten is the closest to a child's home.
- Where the child is a twin, triplet or quadruplet.

When children on the waiting list have applied within the designated time period and achieve the same priority weightings, allocation will be ordered according to random selection. Random selection will be made by computer generated sorting of applications.

Once a child is attending Raleigh St the priority of access conditions are applied when allocating places for Early Childhood Education and Kindergarten in subsequent years of attendance (numbered 1-4 above). We are unable to guarantee all preferred days will be available for your family at all times during a child's enrolment due to the application of these priorities.

**NOTE:** If your child is attending a funded kinder program **elsewhere** we are not able to guarantee your child will be allocated additional (childcare only) days that you may apply for with Raleigh St.

#### **Raleigh St enrolment process for early learning or kindergarten:**

- When a place has been offered by the City of Darebin the family has 24hrs to accept
- To secure a child's/ren's position with Raleigh St, families are required to pay a two-week bond which is equal to 2 weeks of your child's unsubsidised fees. When 4 weeks' written notice of withdrawal is given, the bond will be refunded
- Evidence of up-to date immunisation for each child will also be requested before the enrolment process begins
- Once Raleigh St has received the bond, we will create a family record in our fees system (KidsXap)
- You will receive an email with your username and password login details for you to create an enrolment record for each child and guardian, and nominated emergency contacts and pickup authorities
- To facilitate the inclusion of all children into the program, enrolments should clearly identify any additional or specific needs of the child/ren (refer to *Inclusion and Equity Policy*)

#### **Kindergarten at Raleigh St**

Raleigh St offers a funded 4-year-old integrated kindergarten program. Children are eligible to attend kindergarten if they turn 4 years of age on or before 30<sup>th</sup> April in the year of attendance. Each child is required to attend a minimum of 3 days to qualify for the Kindergarten Program at Raleigh St.

Families must complete and submit a Kindergarten Application Form to the City of Darebin before the 30<sup>th</sup> April of the year prior to starting kinder; applications received after this date will be considered 'late applications' and families will only be offered a place on second round offers if places are available.

A Kindergarten Application Form will need to be submitted even if your child/ren is already attending Raleigh St.

### **KidsXap-**

To create your child's/ren's enrolment -

- Go to <https://raleighstccc.kidsxap.com.au> on a desktop computer, and click on "Manage Family"
- Use your username and login to create your child's/ren's enrolment
- To maintain the safety, health and wellbeing of all children attending Raleigh St, the enrolment record/details are required to contain accurate and complete information, including sections that do not apply (indicate accordingly e.g. N/A). This includes indicating preferences for photography of your child, sunscreen permission and participation in celebrations
- The KidsXap Guardian App can be accessed from your phone to register absences or make casual bookings and can be downloaded from the App or Google Play store for free.

### **Privacy and Confidentiality-**

Access to completed enrolment information will be restricted to the person responsible for the enrolment process, the Committee of Management, Director, administrator and educators at Raleigh St, unless otherwise specified by the Committee of Management.

### **Orientation and settling into care-**

Introducing your child/ren to care can be an emotional time. It is fair to expect some tearful goodbyes in the early days; however, there are many ways to assist your child/ren with this transition.

Prepare your child/ren by visiting Raleigh St for an hour or two a couple of weeks before your child/ren's starting day to familiarise them and yourself with the new environment. This is also a great opportunity for you to spend time with the educators and Director.

We kindly ask you contact Raleigh St to organise your visits. Families must remain in the building when orientating their child/ren.

Understanding your child's needs and providing an environment that meets those needs is crucial. Our educators play an active role in gathering information from you and your family to create a smooth transition between home and the educational environment.

We aim to ease children into their new surroundings and respect the time it takes individual children to acclimatise and familiarise themselves with new people and places. This process is flexible and tailored to the needs of each family.

**The Director will:**

- Provide families with:
  - The Family Handbook with attached consent and agreement forms (to be signed and returned by all families)
  - Billing details, information and instructions on KidsXap and anything else relevant to their child's/ren's enrolment
  - Information about the Child Care Subsidy
- Ensure the online enrolment details are completed accurately and in their entirety, the immunisation History Statement is printed and a file for the child's information is created
- Where families have disclosed their child/ren have additional or specific needs:
  - Invite families to a meeting prior to the child/ren starting, to clarify any information and discuss how Raleigh St can best support them and meet their needs. Educators may also be present at this meeting.
  - Inform families about the availability of support through the Victorian Inclusion Agency
  - Contact the Victorian Inclusion Agency and apply for support as appropriate
  - Invite families to a follow-up meeting after the child/ren have started, and further meetings as required, to discuss how they are settling in and whether any changes need to be made to their support arrangements.
- Meet with families who wish to discuss any concerns or preferred arrangements regarding their child/ren starting at Raleigh St.
- Ensure that any relevant enrolment information, including information about a child's additional or specific needs, and any other information provided by families which is relevant for orientating and supporting a child at Raleigh St, is provided to and understood by all educators who will be working with that child, and other personnel as appropriate

**Educators will:**

- Develop and implement strategies to assist new families to:
  - feel welcome
  - become familiar with policies and procedures

- provide comfort and reassurance to children and parents/guardians who are showing signs of distress when separating from family members
- get to know each individual child as quickly as possible (including by reading all relevant enrolment information and talking with families), including how best to support them and meet any additional or specific needs they have
- comply with Raleigh St's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information

**Families are encouraged to:**

- provide comprehensive and accurate information when enrolling their child/ren, including about any additional or specific needs they have
- raise any concerns or preferred arrangements regarding their child/ren starting at Raleigh St with the Director as soon as possible
- help educators to get to know their child/ren and any additional or specific needs they have, including by:
  - sharing information about their family beliefs, values and culture
  - sharing their understanding of their child's strengths, interests, abilities and needs
  - discussing the values and expectations they hold in relation to their child's learning
- raise with educators and/or the Director any concerns they have about how their child/ren is/are settling in and whether their needs are being met at Raleigh St.

**Sources-**

Australian Government Department of Education. Department of Education and Training (2019) *Care Provider handbook*

<https://www.education.gov.au/child-care-provider-handbook>

Department of Human Services (Centrelink):

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Education and Care Services National Amendment Regulations. (2017).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.)

Revised National Quality Standard. (2018).

**Review**

<b>Policy reviewed-</b>	<b>Modifications-</b>	<b>CoM endorsement date-</b>	<b>Next review date-</b>
<b>May 2020</b>	Policy revised for RSCCC based on CC Desktop template- KC	Sep 2020	
<b>2017</b>	Policy created	Sep 2017	