

A-5 New Children Orientation

NQS

QA. 6.1.1	Engagement with the service.
QA. 6.1.2	Parent views are respected.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.

National Regulations

Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
-------	---

Policy Statement

We aim to provide a positive orientation procedure for new children attending the service to welcome all new children and families to the Centre. Families will be made aware of the Centre's policies, aims, goals and procedures and be encouraged to actively participate in their child's involvement at the Centre. We aim to assist children in their transition into a new environment and in doing so actively minimise the distress involved in entering a new Centre.

Related Policies

- THE KIDS CASTLE Policy A-1: Hours of Operation
- THE KIDS CASTLE Policy A-2: Priority of Access
- THE KIDS CASTLE Policy A-3: Philosophy
- THE KIDS CASTLE Policy A-4: Enrolment
- THE KIDS CASTLE Policy A-6: Fees
- THE KIDS CASTLE Policy A-8: Dropping off and Picking Up
- THE KIDS CASTLE Policy A-13: Participation and Access
- THE KIDS CASTLE Policy A-14: Complaints
- THE KIDS CASTLE Policy A-15: Role of the Management Committee

- THE KIDS CASTLE Policy D-1: Dealing with Medical Conditions
- THE KIDS CASTLE Policy D-9: Emergency Procedures
- THE KIDS CASTLE Policy D-15: Allergies
- THE KIDS CASTLE Policy D-16: Asthma
- THE KIDS CASTLE Policy D-17: Anaphylaxis
- THE KIDS CASTLE Policy D-18: Diabetes
- THE KIDS CASTLE Policy D-23: Child Management

Procedure

Families (including the child to be enrolled) will be encouraged to visit the Centre prior to attending the service to provide opportunity to:

- Go through the child's enrolment information addressing any allergies or medical conditions (see A-4: Enrolment policy)
- Discuss any individual needs of the child, particularly in relation to behaviour and personality
- Learn about the child and family, including any relevant background information pertaining to the care of the child
- Outline the daily routines of the Centre to assist in informing the child as to what they can expect from a normal session of care
- Understand the layout of the centre to assist in making the child familiar and comfortable with their surroundings
- Meet the Educators and other children attending the service

For children commencing school in the following year, a Kindergarten Orientation package is made available at the Kindergarten Orientation Day held by the school. The Nominated Supervisor or Educators will provide a brief overview of the Centre's fees and routines and encourage families to come and visit the Centre at a later date.

The Kindergarten Enrolment package will include:

- Details of how to enrol
- Any supplementary enrolment forms
- Website address for information and access to the Family Handbook

All families will be encouraged to attend the Management Committee meetings for further involvement in their child's attendance at the Centre. The meeting times and dates will be displayed at the centre and placed on the Centre website.

Families will be provided with information on how to pay their fees through both verbal instruction, emailed statements, website and via the Family Handbook. For more information please see policy A-6 Fees.

On enrolment, families will be notified of the Centre's current policies in regards to the following:

- Emergency Evacuation and Lockdown Procedures and Drills

- Complaints
- Child Management
- Allergies
- Anaphylaxis
- Diabetes
- Asthma
- Fees
- Hours of Operation
- Dropping off and Picking Up Policy (Late Pickup Fee)
- Priority of Access Policy in regards to Wait List

The above may be brought to the attention of families through signage at the Centre, full policies or brief explanations included in the Family Handbook.

Centre Policies and Procedures are available to all families, at the centre and on the centre website.

Once the child is attending the service, staff will:

- Introduce themselves to the child and family
- Ensure the child is actively included in group activities
- Converse with the family and guardians as the child settles in at the centre

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Network of Community Activities Factsheet – ‘Orientations’
- Privacy Act 1988

Endorsed: 23/03/2019

Review date: 23/03/2021