

Enrolment & Orientation Policy

Aim:	The aim of this policy is to ensure that all children and their families enrolling in Concongella Primary School Council Outside of School Hours Care (OSHC) are provided with an enrolment and orientation process in accordance with Legislative and Regulatory requirements.
Date of Operation:	17/06/2021
Review Dates:	17/06/2022

POLICY

Concongella Primary School Council OSHC is committed to:

- Ensuring a safe, welcoming and engaging environment is provided to children from the outset
- Ensuring educators have all of the information they require to provide the best possible education and care to every child attending our programs
- Providing equal access for all children
- Meeting the needs of our community
- Maintaining confidentiality in relation to all information on enrolment forms in accordance with Confidentiality of Records Policy.

Concongella Primary School Council School Council is responsible for:

- Determining the criteria for priority of access to Concongella Primary School Council OSHC service based on the Department of Education, Skills and Employment (DESE) Priority of Access Guidelines
- Ensuring the Concongella Primary School Council OSHC makes published materials promoting the service available for the public. Ensuring that these materials are accurate and current
- Providing access to enrolment forms
- Ensuring both completed enrolment forms and required supporting documentation are provided prior to commencing service bookings for the child to attend

- Ensuring that enrolment records 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 (Education and Care Services National Regulations 2011 (National Regulations) Regulation 183)
- Ensuring that a copy of policies and procedures is available at all times in and is able to be provided on request
- Providing opportunities for interested families to attend the service during operational hours to observe the program and become familiar with the environment prior to their child commencing
- Ensuring an effective orientation occurs for all new children, including visiting the OSHC site.

The Nominated Supervisor is responsible for:

- Responding to enrolment enquiries promptly
- Ensuring that enrolment forms are completed prior to the child's commencement at the service and all relevant documentation is included with each child's enrolment record
- Complying with the service's Confidentiality of Records Policy in relation to the collection and management of a child's enrolment form and all information collected during the enrolment process
- Supporting and assisting families in any way they can
- Meeting with children and families to complete and update management plans as required
- Ensuring plans are reviewed prior to the start of each school holiday program for children who only attend during school holidays
- Ensuring educators understand the needs of all children attending the program. This may include gathering additional information about child engagement strategies, goals, and interests
- Ensuring staff are adequately equipped and trained to respond to the needs of all children attending the program
- Developing strategies to assist new families to:
 - feel welcomed at the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values, and culture
 - share their understanding of their child's strengths, interests, abilities and needs
- Discussing with parents the values and expectations they hold in relation to their child's learning and developing an orientation program to support their transition, if required
- Ensuring each family is provided with a thorough orientation

- Discussing additional support services for children with parents/guardians where required.

Educators are responsible for:

- Welcoming new children into the program
- Ensuring they understand the needs of all children attending
- Assisting parents/guardians to develop and maintain arrival and departure routines
- Providing comfort and reassurance for children who are showing signs of distress when separating from family members
- Sharing information with parents/guardians regarding their child's progress with settling into the service.

Roles and Responsibilities

Department/Role	Responsibility
Educators and Supervisors	Educators and supervisors will oversee the implementation and service adherence to this policy. All Educators are responsible for the daily implementation of the policy when directly supervising children.
Nominated Supervisor / Person with Management or Control	Nominated Supervisor / Person with Management or Control are responsible for ensuring suitable resources and support systems to enable compliance with this policy. Both roles will drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
School Council / Principal	Provide official sign off on the Policy.

Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Concongella Primary School Council OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

Legislation and Standards

- [DESE Priority of Access Guidelines](#)
- [Education and Care Services National Law Act](#) 2010
- [Education and Care Services National Regulations](#) 2011
- [National Quality Standards](#) (Quality Area 6: Collaborative partnerships with families and communities)
- [Child Safe Standards](#)
- [No Jab No Play](#) (Vic)

Supporting Documents

Staff Acknowledgement

I acknowledge:

- Receiving the Concongella Primary School Council OSHC Enrolment and Orientation Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	
Signed:	
Date:	
Concongella Primary School Council OSHC sign off:	Date: