

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/12/2015
Next Review Date:	15/12/2017

1. Policy Statement

The Loxton District Children's Centre (LDCC) will ensure that The Loxton District Children Centre (LDCC) is committed to ensuring all new families are given the appropriate information required and have the opportunity to meet the educators who will be caring for their child/ren.

LDCC understands the importance of an orientation process that provides families with clear guidelines to settle into the service successfully.

Families need to feel supported when enrolling their children, assistance in separating from their child, confirmation that their child has settled and centre support in the event of needing additional or emergency care for their child.

2. Implementation

Leadership will:

- Ensure families are given relevant information- including centre handbook and enrolment pack before starting.
- Provide a tour of the centre, allowing time to go through the handbook and enrolment pack with families during an orientation day also including the curriculum and routines of the service.
- Offer care for children aged from birth to school age. Children of school age may access OSHC.
- Maintain and manage the waiting list as per the waiting list policy.

Families will:

- Be asked to make an appointment time to see the Director or Assistant Director, prior to starting care.
- Be responsible for reading and completing any documents given to them prior to enrolment including: CYH blue book; enrolment form; bookings agreement; child identity web; child information; medication, bottle feeding, toilet training and grievance procedures for parents and guardian policies before starting.
- Be encouraged to attend a tour of the centre.
- Place their name on the waiting list if necessary.
- Organise visits (if available to) with their child prior to commencing care.
- Complete and return any forms related to medical conditions their child has prior to commencing care. Any children who require medication eg. An asthma puffer or special dietary requirements/ allergies will require a plan filled out by a doctor.

Room Coordinators:

- Ensure educators follow transition plans for children new to the Centre or moving between rooms.
- Ensure educators are aware of and follow policy.

Educators will:

- Ensure during visits that children and families are welcomed and answer any questions.

3. Review

The Enrolment and Orientation Policy will be reviewed every two years.

4. References

Standard 6.1 Respectful and supportive relationships with families are developed and maintained

Element 6.1.1 There is an effective enrolment and orientation process for families.

6.1.3 Current information about the service is available to families.

Regulation

168 (2) (k) Policies and procedures are required in relation to enrolment and orientation.

4. Related LDCC Documents

- LDCC Handbook
- Enrolment pack: enrolment forms and booking agreement

Endorsed by Director – Jo Mitchell	
Director Signature.....	Date/...../.....
Endorsed by Employee Rep. Name –	
Employee Signature	Date...../...../.....
Adopted by Management Committee	
Management Committee Chairperson Signature.....	Date...../...../.....
Date Minuted:...../...../.....	Date of implementation:/...../.....

ENROLMENT AND ORIENTATION POLICY

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Review History

Document History	Version No	Issue Date	Description of Change:
	1.0		Developed, December 2015