



## **Giralang Preschool Unit Enrolment and Orientation Procedure**

### **Background Information**

- Giralang Preschool has a Priority Placement Area (PPA)
- Enrolment and orientation processes are planned and implemented
- Due consideration is given to culture and language in undertaking processes
- Documentation, including authorisations, are completed during the enrolment and orientation process
- A thoughtful process is planned in consultation with families, to orient a child and family to the preschool

### **Practices**

#### **Pre-enrolment Open Day**

Our preschool welcomes visits from prospective families and children during the school's Open Day activities or by arrangement with the principal. The Nominated Supervisor or Educator may provide the visiting family with a tour of the service environment and information that may include:

School pack with information on:

- Giralang Primary School operational matters
- The value of Early Childhood Education
- Our support Programs
- Details of local Playgroups
- The role and value of a Play-based Program

Discussion and tour of:

- service philosophy and curriculum
- approaches to documentation, curriculum and planning
- introduction to educators and staff
- the physical environment
- administrative matters, cost, and voluntary contributions
- ways to provide feedback

#### **Completion of the online Enrolment**

Following the Open Day, a family may wish to request enrolment through completion of the online enrolment process. Visit the ACT Education Department website for more information.

<https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school>

Enrolments generally open on the first day of term 2 in the year prior to commencement. Enrolments are submitted online via the Education Directorate website: [http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school)

Members of the *enrolment team* need to ensure that the following documents are sighted or collected (as required):

- A completed enrolment form including authorisations
- Current Immunisation records for sighting
- Proof of birth (birth certificate, Passport etc)
- Proof of address (tenancy agreement, electricity bill etc)

Discussion with the International Education Unit may be necessary. Early Entry procedures may also need to be reviewed.

### **Offers of Enrolment**

In the first week of October, families are contacted by mail and offered positions for the following year. The family will be asked to accept the offer of the position in writing within two weeks.

### **Collection of packs**

The family are invited to attend a pre enrolment afternoon where they meet with the leadership team, current preschool teachers and book into a 'getting to know you' interview time slot. The family is provided with the 'getting to know you' interview template at this time. The interviews are held during week 9 of the final school term and during week 0 of the following new school year.

An enrolment package will be given to the family at this time and will include:

- An enrolment form-that includes authorisations
- A preschool handbook which includes general preschool information
- Sunsmart information leaflet
- Policies including, but not limited to, those required under Regulation 168
- Information on National Quality Framework, National Quality Standards, and the EYLF

The information in the enrolment package is retained by the family for future reference.

### **Enrolment Interview**

Prior to conducting the enrolment interview, the Principal should consider the language and cultural needs of the family.

During the enrolment interview a process of orientation will be planned in collaboration with families to provide the best possible start for the child at the preschool.

Families will provide the following information, prior to the agreed start date for the child:

- Confirmed current contact information for parents and emergency contacts;

- Information on the child's skills and additional needs (including medical conditions, dietary requirements, health and developmental concerns) through completion of the "Getting to know you" form.

### **Medical Conditions**

If a child has a medical condition the ACT Education medical information forms (Asthmas, Anaphylactic, Other medical condition) and management plans will be completed in addition to a medical conditions risk minimisation and communication form.

This information will be kept at the preschool premises in accordance with service policies and the *Education and Care Services National Regulations 2011*.

During the last week of January, prior to a child commencing their preschool year, families will receive an email from their class teacher with important reminders.

### **January of the preschool year**

A Ready for Preschool Pack is collected by families during the final week of the school year. This includes:

- The school handbook
- Information for parents on the value of play and suitable food for children attending preschool
- A contact email address for last minute questions
- A request to the family to send in a family photo and further information about the child's interests etc. that will be displayed for the child on their first day
- Confirmation of the procedures during the first few weeks of preschool

### **Upon commencement**

Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions.

On the child's first day of attendance educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required. Families are encouraged to contact the preschool to enquire about how their child is settling in.

The preschool will have extra staff who will undertake a final check of enrolment details, authorisations and information updates prior to the family departing the service.

**Review:**

The procedure is reviewed annually.

**Last Reviewed:** January 2021

**Date for next Review:** January 2022

**NQS Quality Areas:** 2, 6 & 7

**EYLF Learning Outcome:** 1 & 4

**Regulations:** 91, 99, 102, **168**, 170,  
171 & 172

**Who is affected by this policy?**

Children

Families

Educators

Management