



*God said, "I have loved you with an everlasting love," Jeremiah 31: 3*

## **Enrolment and Orientation of Children Policy**

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### **Aims**

*To provide families who inquire about enrolling their child in our setting with information to help them determine if our belief system and philosophy are a good fit for their family.*

*To provide families who wish to enrol their children in our setting with a positive experience which leads them to feeling like valued and loved members of our preschool family.*

### **Related Policies**

- Pedagogical Learning and Documentation Policy
- Fees policy
- Relationships (Children, families, educators, community) policy

### **Implementation**

#### *Enquiries about our setting*

Prior to visiting us, Information about our preschool is available via a number of sources, including our website at [www.spcp.com.au](http://www.spcp.com.au) and our Facebook page at <https://www.facebook.com/sutherlandpresbyterianchurchpreschool/>. A Waitlist form to express your interest in a position is also available on our webpage.

Families are able to make enquiries via telephone, by email or in person. We are a small, family focussed setting and always look forward to meeting new families. Tours are available on request where you will be able to meet members of the educating team and observe daily practice, including indoor and outdoor playtime and group time sessions (depending on when you visit).



# SUTHERLAND PRESBYTERIAN CHURCH PRESCHOOL

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## *Enrolment Pack - 2020*

On enrolment new families will receive our Enrolment pack, which is designed to provide you with all the information you need to get to know us and to complete your child's enrolment. There is an enrolment fee of \$40 payable on initial enrolment, as well as the commencement of each year of enrolment. Four weeks bond is required to secure your child's position. More information on Fees can be found in our Fees Policy (on the website).

### **The Enrolment pack**

- Enrolment form - part 1 (formal permissions)
- Enrolment form - part 2 (Tell us about your child)
- DEC Permission (allows us to provide the NSW state government with your family details when we apply for our funding based on your child's enrolment)
- Walking outings permission
- Parent Handbook
- Welcome photo book
- Fees policy
- Pedagogical Documentation policy (explaining about our learning program)
- Educational Goals for preschool learning
- Separation Anxiety Fact Sheet/ Be You
- Transitions - Fact Sheet/ Be You
- Relationships (children, families, educators, community) policy
- This policy: Enrolment & Orientation.

The *Tell us about your child* form, while still a part of the formal enrolment process, plays an important role in beginning the sharing of information and partnership with families. This document encourages parents to tell us about their family and cultural background, their child's learning styles and interests, how they like to sleep and eat, any additional or medical needs, plus any other areas that parents would like to tell us about. It is a much more colourful way of learning about our unique families.



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This document also acknowledges the many life experiences of even the youngest child to date, and the unique way that family life has shaped each child. This belief is also documented in our Philosophy and Pedagogical Documentation policy. The members of the educating team love reading all about our new families even before they commence! This information is also used when we begin exploring possible learning plans for each new child, as it gives us some tips of where we can start.

### *Orientation for new families*

Starting preschool is a major step in a child's life and one which should be approached with care and respect.

Initially, families are encouraged to spend time with their child in our setting to assist them to decide if we are the right place for them. After the decision has been made to enrol, we encourage parents to continue to visit with their child in preparation for starting preschool. There is no right or wrong time frame in this process and we encourage parents to come as often as they are able and feel comfortable with. With his or her parent close by, a child is able to begin exploring the learning environment, becoming more familiar with the indoor and outdoor environments, as well as the other children and the educators. While this occurs, other family members are also able to develop their relationship with our preschool family. You are able to talk with educators, observe practice and generally getting a feel for our setting. This means that by the time your child formally begins preschool, your family is well on the way to developing a positive sense of belonging as a member of our family. We hope that having begun to develop a relationship with the educators and the setting will help your family feel more confident when it comes time to leave your child for the first time.

In those early days of preschool, parents are encouraged to make sure their child knows they are leaving and that they will come back. Parents are encouraged to call as often as required to check on their child and they are able to speak directly with the educators who have been caring for their child (parents are always able to call at any time to check on their child). Blankies, cuddlies and other comforters are encouraged if families feel they will assist their child to feel safe in this new environment. There will come a time when your child feels safe and comfortable with us and they will no longer need to rely on comforters from home but in the meantime there is no need to rush this process.

We take photos of their child's day to show family members what they have been up to, who they have been playing with and which educators have been caring for them. These photos also play an important role in assisting



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the child settling in to preschool - family members are able to look at the photos at home with their child and talk about the preschool day. You will be able to see these photos in your login Kindyhub app from partway through your child's first day.

The enrolment and orientation process will be individualised for each family who enrolls with us - there is no right or wrong way to undertake this process and we encourage parents to talk with us about their concerns - after all, we all want the same thing for your little one - for them to be happy, content and ready to learn!

While Covid-19 restrictions are in place we have made some adaptations to our tour and orientation process. During difficult times we still want to provide families with the opportunity to get to know us and to feel welcome in our preschool. Therefore visits to the preschool prior to enrolment will be conducted in our outdoor play environment during afternoon playtime. This will allow parents the opportunity to meet the members of the educating team, get a feel for the preschool learning environment and for their child to spend time playing with the other children, whilst still maintaining a safe environment for children, educators and families.

At this time we are collecting children from their parents at the gate on arrival and returning them to parents at the gate in the afternoon (ie parents are generally not coming into the preschool environment). We are finding that the children are generally coping well with this arrangement, however if you have any concerns about your child, please talk to us.

### *Welcome photo book*

The Welcome photo book has been designed to complement the rest of the enrolment and orientation process, helping families get to know us and to feel welcome in our setting.

It includes:

- the preschool philosophy, preschool learning outcomes/ goals, based on the EYLF and the daily routine.
- photos showing our preschool children (permission given) engaged in typical daily activities.

These photos are also an opportunity for us to begin to explain to parents about our educational philosophy in photo form. This allows us to begin our learning partnership with parents right from the beginning, and provides parents with the tools to engage knowledgeably with the learning program.



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The Welcome book is provided as part of our Enrolment pack. We encourage parents to sit down with their child and look at/ discuss the pictures together, as a way of developing familiarity and a positive outlook to beginning preschool.

### *Documentation of Learning*

We use an online program called Kindyhub to share information and photos with parents. You will be provided with your own personal login as part of the enrolment process. The weekly program is also posted on the wall as you enter our setting. Please see our Pedagogical Learning and Documentation Policy for more information.

*During Covid-19 restrictions the weekly plan is posted near the front gate.*

### *Immunisation*

According to government funding guidelines a child must have their immunisation up to date in order to enrol and commence at any early childhood education setting. Parents are requested to provide an up to date Immunisation Certificate *prior* to their child's commencement at preschool.

### *Quality Improvement Plan (QIP)*

Each early childhood education setting has a Quality Improvement Plan (QIP). The QIP is unique to each setting and is the way we work together towards improving practice over time. A summary version of our QIP is available to view for prospective and existing families to view in our entry foyer.

*While Covid-19 restrictions are in place we will periodically email the summary to parents via Kindyhub.*



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### *Family access and law*

We understand that families often face challenges in shared parenting. Parents in this situation are asked to supply preschool with a copy of their parenting orders and to provide us with updates as necessary. This information will be treated with confidentiality and respect. Both parents are able to have their own Kindyhub login to access their child's learning program. We aim to work with families to help make the preschool situation work in with all family members and to provide a positive bond between them.

### *Priority of Access Guidelines:*

Priority of Access Guidelines followed by state funded preschools are defined by NSW State Government funding Agreements (Community Child Care, Priority of Access Policy, July 2013).

The following groups will be considered in no particular order:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

## **Document Control**

Date of last review: New policy

Date of current review: August, 2020.

Date of next review: August, 2021.

Approved by: Lisa Collins (Director)/ Barbara Black (Preschool Management Committee).