



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

Enrolment and Orientation of Children Policy

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
- Sutherland Presbyterian Church Preschool Philosophy

Implementation

Enrolment Patterns

We have carefully put together our attendance patterns for the best interests of the children. Being in a stable peer group means your child knows to expect the same children each day of attendance - this is important when making friends - a very important aspect of preschool life, and leads to a much more settled group, who work well together. The preschool does not offer one day enrolments as we find children find it difficult to settle when only attending preschool one day per week.



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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 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 small group sessions (depending on when you visit).

Enrolment Pack

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 \$60 payable on initial enrolment, payment of which secures your position, as well as at the commencement of each year of enrolment. 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)
- Learning Goals for Children
- Separation Anxiety Fact Sheet/ Be You
- Transitions - Fact Sheet/ Be You
- Relationships (children, families, educators, community) policy
- Dealing with Complaints Policy
- This policy: Enrolment & Orientation.
- Food Pantry information
- Sign in and out instructions



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- Preschool Routine
- Statement of Commitment to Child Safety
- Sunsmart Policy

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. 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 get 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.

Some other steps you can take to promote a positive transition into preschool:

- Talk positively about going to preschool (but not too much either) eg When you go to preschool you can do more painting (or whatever else it was your child enjoyed on their visits)
- If you have older children, compare it to your older child's school routine eg Big sister will go to her school and you will go to your preschool. Mum/ dad etc will (go to work, work from home, look after the baby etc).
- Assure your child you will always return and perhaps give them an approximate time eg I will come back after lunch, before I pick up big sister from school.



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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. Sometimes an item of your clothing with your smell on it will prove comforting to your child. 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 will generally take more photos of your child's day during the first weeks of preschool as this enables families to see how their child is settling in, what and who they have been playing with and which educators have been caring for them. These photos also play an important role in assisting the child settling into 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 part way through your child's first day. As your child becomes more settled in the preschool environment we will take less photos, allowing us more time to focus on working with the children.

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 what will work best for your family - after all, we all want the same thing for your little one - for them to be happy, content and ready to learn! You are able to start with some short days or reduced days at first. A short, but happy morning of play may leave your child with good memories of their first day of preschool and help get them through the following days as they settle in. If your child likes an afternoon nap we find children benefit from continuing to have their nap at home after a great morning of fun for the first few weeks. But of course, we will work with you on navigating your way around the settling in period and what will work best for you and your child.

There are also a range of ways to settle your child in each morning. You might like to stay a while and read or play with your child, or you might find that a quick kiss and go will work better. When you are ready to go, let an educator know and they will assist you with the transition. You will soon learn who your child's favourite educators are, which friends they would like to play with, or what activity they would like to start the day with.

Where possible, encourage your child to begin to carry their own bag and take care of their own possessions as this will help them develop their independence ready for when they go to school. It is also an important part of our morning ritual for the educators and children to work together on unpacking their bags on arrival and this helps the children transition between home and preschool, and begin to prepare for the day.

Sign in and Out

Don't forget to sign your child in and out each day! You will need to install the Smart Central app on your phone and this will allow you access to the Kindyhub app where you will find all your child's daily photos and developmental learning information. There will be a daily QR code at the gate and also at the first entry door. We will help you install the app on your first day of preschool after you have signed your child in for the first time. Your login is your email address and your password will be your phone number.



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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.

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. Please see our Pedagogical Learning and Documentation Policy for more information.

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) and Self Assessment Tool (SAT)

Each early childhood education setting has a Quality Improvement Plan (QIP). The QIP and SAT are 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 on request.



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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/guardians.

Document Control

Date of current review: 1 Dec, 2025.

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Date of next review: Dec, 2026.