

Enrolment & Orientation Policy

Review: June 2026

BERALA JACK & JILL
PRE-SCHOOL



Policy statement:

Our service will implement a process to ensure enrolment and orientation processes are planned and implemented to support a smooth transition, meet the needs of each child and family as well as ensuring all legislative requirements, including the Australian Government Priority of Access Guidelines are adhered to.

We will ensure:

- Children are provided with support and comfort from educators to settle into the service and establish new friendships and relationships;
- A thoughtful process is planned in consultation with families, to assist in separating from their child;
- Educators and families experience a meaningful orientation process where they have the time to exchange information and strategies before children start and to develop close professional relationships with families; discuss referral agencies; and information about custodial issues;
- Home language, cultural background and family priorities are considered at all times during the process.

Background:

The *Education and Care Services National Regulations* require early childhood services to have policies and procedures in place in relation to enrolment and orientation procedures.

Related National Quality Standards

Quality Area 5: Relationships with Children - Standard 5.1, 5.2,

Quality Area 6: Collaborative Partnerships with Families and Communities - Standard 6.1

Quality Area 7: Governance and Leadership – Standard 7.1

Explanation

Berala Jack & Jill Pre-school is licensed for 40 children per day aged between three and a half years and under six years. Priority of enrolment will be to those children turning 4 years by 31st July (equity children) as their names appear in order on the waiting list. However, children with families on low incomes, Aboriginal families, children with English language needs, children with a disability and additional needs, and those children who are at risk of significant harm as identified through the Department or other supporting Agencies are on the priority list. After meeting the above criteria if we have any positions available, they will be offered to children who have turned 3 ½ years of age.

Our services aim is to provide quality Pre-school education and care for the overall development of all children and as a preparation for a smooth transition to kindergarten.

Implementation:

- Following the birth of a child, families may visit our service or website to complete our online waitlist form.
- There is a \$20 non-refundable fee to be paid before a name is placed on the waiting list. If twins or siblings are placed on the waiting list at the same time, there will only be one \$20 fee charged. It is explained to families that this is not a guarantee of a position at our service. If applying for the current year waitlist the fee will be waived.
- As children are placed on the waiting list parents are informed via email or SMS of which year their child will attend and that the enrolment process begins in July of the preceding year.
- In July of the preceding year, parents are contacted and offered a placement based on priority group of enrolment and first registered.
- When a position has been accepted for the following year, enrolment forms must be completed by each enrolling family. Families will be sent a link to the enrolment form via XAP, to initiate enrolment, and our service will arrange a visit to the service to complete the application form and discuss the terms and conditions of our policies and procedures. Where enrolling families are not fluent in English the enrolment meeting will, wherever possible be conducted in the families primary language. At enrolment, parents are encouraged to provide any further information about their child that will support continuity of care between home and the service. The enrolment record will include the following information for each child:
 - Full name, date of birth and address of the child.
 - Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the service.
 - Details of court orders, parenting orders or plans.
 - Details of court orders relating to the child's residence or contact with a parent or other person.
 - Gender of the child.
 - Language used in the child's home.
 - Cultural background of the child and child's parents.
 - Any special considerations for the child (e.g. cultural, religious, or dietary requirements or additional need).
 - Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service
 - Authorisation for the service to take the child on regular outings.
 - Name, address and telephone number of the child's registered medical practitioner or medical service.
 - Child's Medicare number (if available).
 - Details of any specific healthcare needs of the child including any medical condition.
 - Details of any allergies or anaphylaxis diagnosis.
 - Any medical management plan, anaphylaxis/asthma/diabetic management, or risk minimisation plan.
 - Details of dietary restrictions for the child.
 - Immunisation status of the child.
 - All information will be checked before enrolment is complete including the child's immunisation status.
 - Authorisations that the family agrees to the terms and conditions noted in all our policies and procedures.

- All statutory documents will be obtained and scanned in XAP to confirm the position.
- At the commencement of the enrolment process, families will be charged a \$150 non-refundable administrative fee that must be paid at the time of enrolment.
- Families will be informed of the daily fee rate once the Department of Education communicates the perspective years fee relief funding. Families who opt into fee relief at our service will pay a reduced daily rate or nil dollars, depending on days of enrolment and if their child meets the equity requirements under Start Strong Funding Guidelines. Families who do not opt into fee relief will be charged full fees.
- On enrolment parents/carers are to complete the enrolment form, Department of Education consent form, fee relief declaration form, and provide necessary documentation, including Birth Certificate or Passport, Immunisation History Statement, Low Income Health Care Card (if applicable) or other information pertaining to the child e.g. health, medical or welfare.
- Prior to orientation, we will issue all information about our Pre-school including: what to bring, costs and payment methods (if applicable), internet banking form, New Parent Information Booklet, business card, helpful settling tips handout, parent input form, guide for healthy lunches, Starting Preschool social story, relevant policies and dates and times for Orientation visits and New Parent Information Night. Families will be encouraged to share all relevant information about their child. This will assist us in providing the best care and support we can to provide a smooth settling in period and ongoing experience for all. Other important information to note and share with staff include: cultural practices and religious beliefs and practices to be adhered to.
- Medical conditions, medications and Risk Minimisation Plans of such conditions will be documented and followed according to plans signed by the child's doctor and in conjunction with the families, meeting all Regulatory requirements.
- Details of court orders in relation to the child's contact with a parent or other person will be collected and then information shared with all staff.
- An immunisation register will be maintained and updated.
- We endeavor to meet the needs of our culturally diverse service by translating literature into Chinese when available.
- If the parent/carer identifies any additional needs on enrolment, we will ask to sight and copy any assessments/reports and ask if there are any organisations/professionals supporting them. This will enable us to work with those already supporting the child/family and to apply for any High Learning Support Needs funding that may be available to us to help us meet the needs of the child when attending our Service. If they haven't already done so and we believe that a child would benefit from seeing a Specialist or engaging with community providers, we will sensitively and respectfully offer to assist the family with contact details for child/family support. Some examples include Northcott Early Childhood Intervention and Auburn Child Development Clinic.
- All children enrolled are required to be toilet trained as we are not equipped with a suitable change table, laundry and hygiene facilities.
- A New Parent Information Night will be held at our service in term 4. Parents will be given an overview of the Pre-school routine, program, information about how we support learning across all developmental domains using play and parent involvement including the Management Committee.
- Following the New Parent Information Night, each child and parent will be allocated a time to attend an orientation afternoon. The duration of the orientation visit will be 1 hour. A parent/carer must accompany each child. Children with additional needs and disabilities will be invited to attend up to two orientation visits.
- There will be a transition to preschool week during the first week of week one term one to assist in smooth transitions. During this week, children will attend between the hours of 9am and 1pm.

- All information received by the Pre-school is strictly confidential and is kept in safe custody at the Pre-school.
- Educators are informed of the needs of each child attending, including any additional needs, medical, health and/or learning difficulties.
- Educators will provide a welcoming environment and assist children and families with separation, familiarising with the environment and routine and settling in. They will also be available to answer questions and provide comfort and reassurance as needed.
- All families will be issued with our privacy collection statement, outlining the type of personal information collected by our service and how information is acquired, used and shared.

Source:

Education and Care Services National Law Act 2010: Sections 167, 170, 176

Education and Care Services National Regulations: Regulations 102, 102D, 160, 161, 162, 168(2)(k), 177, 183

Public Health Act 2010 No 127: Part 5 Division 4, Section 87

Health records and Information Privacy Act 2002 (NSW)

Community Early Learning Australia

Australian Government - Department of Education www.education.gov.au/early-childhood

National Quality Standard, Quality Area 5: Relationships with Children - Standard 5.1, 5.2, Quality Area 6: Collaborative Partnerships with Families and Communities - Standard 6.1 Quality Area 7: Governance and Leadership – Standard 7.1

Please refer to these policies:

Fees

Medical Conditions

Inclusion

Immunisation

Privacy and Confidentiality