

## A-5 New Children Orientation

### NQS

QA. 6.1.1	Engagement with the service.
QA. 6.1.2	Parents views are respected.
QA 6.1.3	Families are supported.
QA. 7.1.2	Management systems.

### National Regulations

Reg. 160	Child enrolment records to be kept by approved provider and family day care educator.
Reg. 161	Authorisations to be kept in enrolment record.
Reg. 162	Health information to be kept in enrolment record.
Reg. 168	Education and care service must have policies and procedures.
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider.

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported.
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### Policy Statement

We aim to provide a positive orientation procedure for new children attending the service to welcome all new children and families to the Centre. Families will be made aware of the Centre's policies, aims, goals and procedures and be encouraged to actively participate in their child's involvement at the Centre. We aim to assist children in their transition into a new environment and in doing so actively minimise the distress involved in entering a new Centre.

### Related Policies

- NORMANHURST WEST OSHC Policy A-1: Hours of Operation
- NORMANHURST WEST OSHC Policy A-2: Priority of Access
- NORMANHURST WEST OSHC Policy A-3: Philosophy
- NORMANHURST WEST OSHC Policy A-4: Enrolment
- NORMANHURST WEST OSHC Policy A-6: Fees
- NORMANHURST WEST OSHC Policy A-8: Dropping off and Picking Up
- NORMANHURST WEST OSHC Policy A-13: Participation and Access
- NORMANHURST WEST OSHC Policy A-14: Complaints
- NORMANHURST WEST OSHC Policy A-15: Role of the Management Committee

- NORMANHURST WEST OSHC Policy D-1: Dealing with Medical Conditions
- NORMANHURST WEST OSHC Policy D-9: Emergency Procedures
- NORMANHURST WEST OSHC Policy D-15: Allergies
- NORMANHURST WEST OSHC Policy D-16: Asthma
- NORMANHURST WEST OSHC Policy D-17: Anaphylaxis
- NORMANHURST WEST OSHC Policy D-18: Diabetes
- NORMANHURST WEST OSHC Policy D-23: Child Management/behaviour guidance

## Procedure

Families (including the child to be enrolled) will be encouraged to visit the Centre prior to attending the service to provide opportunity to:

- Go through the child's online enrolment form addressing any allergies or medical conditions (see A-4 Enrolment policy)
- Discuss any individual needs of the child, particularly in relation to behaviour and personality
- Learn about the child and family, including any relevant background information pertaining to the care of the child
- Outline the daily routines of the Centre to assist in informing the child as to what they can expect from a normal session of care
- Understand the layout of the centre to assist in making the child familiar and comfortable with their surroundings
- Meet the Educators and other children attending the service

For children commencing school in the following year, a Kindergarten Orientation package is made available at the Kindergarten Orientation Day held by the school. The Nominated Supervisor/Coordinator will provide a brief overview of the Centre's fees and routines and encourage families to come and visit the Centre at a later date.

The Kindergarten Enrolment package will include:

- Details of how to enrol
- Any supplementary enrolment forms
- Website address for information and access to the Family Handbook

All families will be encouraged to attend the Management Committee meetings for further involvement in their child's attendance at the Centre. The meeting times and dates will be, displayed at the centre and placed on the Centre website.

Families will be provided with information on how to pay their fees through one of the following methods: verbal instructions, emailed statements, website and via the Family Handbook. For more information, please see the A-6 Fees Policy.

On enrolment, families will be notified of the Centre's current policies in regards to the following:

- Emergency Evacuation and Lockdown Procedures and Drills

- Complaints
- Child Management
- Allergies
- Anaphylaxis
- Diabetes
- Asthma
- Fees
- Hours of Operation
- Dropping off and Picking Up Policy (Late Pickup Fee)
- Priority of Access Policy in regards to Wait List

The above may be brought to the attention of families through signage at the Centre, full policies or brief explanations included in the Family Handbook.

Centre Policies and Procedures are available to all families, at the centre and on the centre website.

Once the child is attending the service, Educators will:

- Introduce themselves to the child and family
- Ensure the child is actively included in group activities
- Converse with the family and guardians as the child settles in at the centre

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Network of Community Activities Factsheet – ‘Orientations’
- Privacy Act 1988

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