

## **ENROLMENT POLICY AND PROCEDURES**

### **TITLE: ENROLMENT POLICY AND PROCEDURES**

**PURPOSE:** The Dept has a clear enrolment policy. There are also local procedures that need to be adopted. .

### **ENROLLING A CHILD**

Enrolment information is in the Parent Handbook and may be updated from time to time.

All Dept for Education requirements regarding enrolment will be followed.

A family must live in the catchment zone unless the centre has been permitted to accept a child by the Dept or the zoned preschool(s) are full, and the centre is the next zoned centre.

Parents normally fill out an expression of interest unless it is close to start time and it is clear the child will be attending. In this case the parent will fill out an enrolment form. There are other required forms to fill out prior to starting also.

### **NOTIFICATION**

#### **Preschool**

Parents/carers of eligible enrolments for preschool will be notified by email or phone with further follow up as needed. When the centre cannot contact a parent/carer who indicates wanting a child in preschool in the next month to 6 weeks, three attempts will be made to contact the person. If there is no response the centre will wait for the parent to make contact and will put the child on a waiting list. A child is not enrolled until all forms are completed, all required information is provided and notification of enrolment has been sent by the centre.

#### **Occasional Care**

Parents/carers of children who can start occasional care will be notified by email or phone. The centre will attempt to contact a parent/carer twice when they have indicated wanting a child in occasional care. If there is not response the centre will wait for the parent to contact the centre and after three weeks, the child will be put on a waiting list.

### **ORIENTATION: PARENT AND CHILD**

A child must have at least one visit before starting at the centre for occasional care and preschool. There may be more visits for the child if needed and parents/guardians are welcome to have additional visits with the child. The parent/carer stays with the child and visits are usually one hour. Children who are likely to have difficulty settling in at preschool or occasional care will have more visits or a gradual start in consultation with the parent/carer.

For the two main enrolment times term 1 and term 3 parent orientation meetings are organised. The number of these depends on the number of new enrolments. Parents must have had an orientation meeting prior to the child starting unless the child has been in occasional care just prior to starting preschool. Some individual orientation meetings may be organised for parents and if not, the parent will need to wait for the next group meeting.

## **ENQUIRIES**

In busy periods there are set enrolment times/days for enrolment enquiries and enrolments due to the volume of enquiries. These days/times will be put on the centre website and also on the front entrance noticeboard.

## **DOCUMENTATION**

Parents complete an *About your Child* form prior to starting which is used by staff to support the child in the early days of preschool or occasional care. It is the key (focus) staff member's responsibility to read this form and pass on relevant information to other staff as needed.

A child cannot start preschool or occasional care unless all documentation is completed. This includes a fully completed enrolment form, at least two emergency contacts with ID photo of each, and all medical forms for allergies, medical conditions etc. IF medication is required this must also be provided prior to the day a child starts. Parents/carers should check with the centre for advice on documents to be filled out if the child has any medical conditions/allergies etc. Once enrolled a child cannot continue if documentation is not up to date or expires which is normally more than one year old or past a review date for a medical condition. A continence care plan signed by a relevant professional must be provided if a child is not *fully* toilet trained and manages toileting independently. A child not fully toilet trained needs a continence care plan prior to starting at preschool and occasional care.

## **DAYS AND HOURS OF OPERATION**

The days and hours of operation for preschool and occasional care are set prior to a new group of children starting - term 3 and term 1. They may be changed for a new group of children based on parent/carer needs, consultation with parents and/or data on attendance patterns. Changes will be approved by governing council and the relevant Dept staff and regulatory authorities will be informed as required. A child already enrolled in preschool will not normally change an attendance pattern when there is a centre change unless the parent/carer chooses this. Some changes may be gradually phased in.

Occasional care is occasional therefore there is no set day a child attends and whether a child attends weekly, or fortnightly or less will predominantly depend on numbers each day and some other factors. Staff will try to accommodate starting children in occasional care one term prior to starting preschool if the child will be attending the centre preschool. This will be considered an orientation for the child as the preschool and occasional care are integrated most of the time.

## **WITHDRAWING FROM THE CENTRE**

When a parent is withdrawing a child from the centre there is a withdrawal form that must be completed. This will be provided by the centre.

## **HOLIDAYS/ABSENCES**

When a child is not going to be at preschool for more than one week due to holidays etc. but will be returning to the centre, the parent/carer must fill out a Notification of Temporary Absence form, which the centre will provide. One month's notice is expected for foreseeable events such as going on holidays. If a parent/carer withdraws a child in the last term prior to the child starting school the parent/carer may need to collect the statement of learning after the school holidays.

Approved by Governing Council 15 December 2024 Review date: December 2026. To be read in conjunction with the Department of Education Enrolment Policy and National Regulations.