

Enrolment & Orientation Procedure

Procedure Statement

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

Enrolment and orientation procedures form the foundation for strong relationships between families and the pre-primary school and promote a quality experience of education and care for children.

Our procedures include consistent information around school operation and authorisations, promoting compliance and a safe and secure environment for children and families.

We will ensure:

- Children are provided with support and comfort to settle into the school and establish friendships and relationships;
- A thoughtful process is planned in consultation with families, to assist in separating from their child;
- Educators are provided with a clearly explained enrolment process; time to get to know families before children start; strategies to support families in introducing children to our school, time to develop close professional relationships with families; support from referral agencies; and information about custodial issues;
- Home language, cultural background and family priorities are considered at all times during the process.

Child Safety School Statement

Cameragal Montessori School seeks to provide a child-safe environment. Our school actively promotes the safety and wellbeing of our students, and our school staff are committed to protecting students from abuse or harm in accordance with their legal and ethical obligations. CMS 's child-safe policies and procedures and our staff code of conduct form part of this commitment.

Enrolment Strategies

Enrolments will be accepted according to the Australian Government Priority of Access guidelines and in alignment with Cameragal's Enrolment & Fee Policy.

- Each enrolling family must complete the Enrolment & Data Collection Form;
- Where enrolling families are not fluent in English the enrolment meeting will, wherever possible be conducted in the families primary language;
- A Privacy Statement attached to the enrolment form;
- Enrolling family members are responsible for informing the Principal of custody and access arrangements on enrolment and must advise the Principal immediately of any subsequent alterations to these arrangements.
- All relevant legal documentation is to be shown to the Principal, and a copy will be maintained in the child's enrolment file at the campus and the school office.

Orientation & Transition Strategies

The orientation and settling in period will consider and respect the needs of both families and children. Parents/guardians will be encouraged to remain with their child when delivering and collecting them for as long a period as the parent/guardian and/or educator feels may be necessary to ensure the child's wellbeing.

We will always consider the feelings and time constraints that families may have regarding participating in orientation processes and aim to make the experience a positive and welcoming introduction to the pre-primary school.

Our school will provide options for orientation to the pre-primary classroom for families which include:

- Inviting new families to visit the pre-primary class with their child at times that suit them, to familiarise families with the pre-primary school before the child's attendance.
- Providing all new families with a conducted tour of the premises, which will include introductions to other educators, children and families, and that highlights specific policies and procedures that families need to know about our school.
- Ensuring each family has a copy of the Parent Handbook and an opportunity to have any questions answered.
- Supporting family members with the opportunity to stay with their child during the settling in process.
- Ensuring all new families are encouraged to share information about their child and any concerns, doubts, anxieties they may have regarding enrolling their child at the school.

Staff Member responsible

Principal Authority/Responsible for:

- Ensure the pre-primary campuses operate in line with the Education and Care Services National Law and National Regulations 2011 concerning the delivery and collection of children at all times.
- Providing opportunities in consultation with the child's teacher for interested parties to attend the pre-primary classes during operational hours to observe the program and become familiar with the school before their child commencing the program.
- Ensuring the enrolment forms comply with the requirements of Regulations 160, 161, 162.
- Ensuring the enrolment records are stored in a safe and secure place and kept for three years after the last date on which the child was educated and cared. (CMS keeps relevant documents for 27 years).
- Ensuring the parents/guardians of a child attending the pre-primary class can enter the school at any time that the child is being educated and cared for, except where this may pose a risk to the safety of the children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law (Regulation 157).
- Develop strategies with the child's teacher to assist new families to:
 - Feel welcome to the pre-primary classroom;
 - Become familiar with the school's policies and procedures;
 - To develop and maintain a routine for saying goodbye to their child.
 - Ensure comfort and reassurance to children who are showing signs of distress when separating from family members.
 - Ensure information is shared with the parents/guardians regarding their child's progress concerning settling into the school.

Enrolment Manager Authority/Responsible for:

- Providing enrolment application forms
- Maintaining a waitlist
- Maintain an immunisation register
- Collecting, receipting and banking enrolment fees
- Offering places in line with the Enrolment & Fee Policy and this procedure of priority access, and providing relevant paperwork to families.
- Providing a monthly report to the Principal regarding the status of enrolments.
- Storing completed enrolment application forms in a lockable file as soon as is practicable.
- Storing student documents and file in a lockable file (refer to Privacy & Confidentiality Policy).
- Ensuring that enrolment forms are completed before the child's commencement at the school.
- Ensuring that parents/guardians of a child attending the pre-primary school can enter

Teacher Responsible for:

- Ensuring the enrolment records are stored in a safe and secure place, in a lockable file at the campus.
- Ensuring the parents/guardians of a child attending the pre-primary class can enter the school at any time that the child is being educated and cared for, except where this may pose a risk to the safety of the children or staff, or conflict with any duty of the Principal, Nominated Supervisor or staff under the Law (Regulation 157).
- Develop strategies with the Principal to assist new families to:
 - Feel welcome to the pre-primary classroom;
 - Become familiar with the school's policies and procedures;
 - To develop and maintain a routine for saying goodbye to their child.
 - By providing comfort and reassurance to children who are showing signs of distress when separating from family members.
 - Share information with the parents/guardians regarding their child's progress concerning settling into the school.

Family authority/responsible for:

- Reading and complying with this procedure and the School's Enrolment & Fee Policy.

Monitoring, Evaluation and Review

This procedure will be monitored to ensure compliance with legislative requirements, and unless deemed necessary through the identification of practice gaps, the school will review this procedure every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the school will ensure that families of children enrolled at the school are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on the provision of education and care to any child enrolled at the school; a family's ability to utilise the school; the fees charged or the way in which the fees are collected.

Relevant documents

POL-031 Enrolment & Orientation Policy