



ENROLMENT & ORIENTATION POLICY

Quality Area 6: Collaborative Partnerships with Families and Community

INTRODUCTION

At Hunters Hill Preschool ('Preschool'), the allocation of places for children is undertaken and completed in a transparent and equitable manner with the aim of providing access to high quality early childhood education and care at preschool for children before they commence school. Hunters Hill Preschool aims to implement processes that ensure enrolment and orientation procedures are planned and implemented in order to meet the needs of the child and family as well as ensuring all legislative requirements are adhered to, including providing priority of access in accordance with government funding guidelines (as amended from time to time).

For many families, the enrolment and orientation of their child is often their first significant interaction with early childhood education. Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings, and promote a quality experience for children. At Hunters Hill Preschool, we work hard to create an environment where families and educators share information and work respectfully together, valuing each other's perspectives. An effective enrolment and orientation process is the foundation for these ongoing relationships.

WHAT ARE THE PRESCHOOL'S GOALS FOR ENROLMENT AND ORIENTATION?

- to provide an opportunity for children to benefit from at least one full year of preschool before attending school, whilst retaining our identity as a community-based, community-minded preschool;
- to give priority of access to children in their year before school and to give priority of access to children in accordance with government funding guidelines (as amended from time to time), including 3-year old children of Aboriginal and Torres Strait Islander families, those families who hold a low income health care card and children with a diagnosed disability or additional need;
- enrolment and orientation processes are planned and implemented to enable maximum enrolment so as to ensure full use of the available facilities at Hunters Hill Preschool;
- due consideration is given to culture and language in undertaking enrolment and orientation processes;
- documentation, including authorisations from families, is completed during the enrolment and orientation process;
- a thoughtful process is planned in consultation with families, to orient a child and family to the education and care service and assist in separation to Hunters Hill Preschool; and
- to ensure children are provided with support and comfort to settle into Hunters Hill Preschool and establish new friendships and relationships.

WHAT DOES THIS POLICY COVER?

This policy covers:

- Pre-enrolment orientation;
- Waiting list;
- Eligibility for enrolment;
- Priority of enrolment;
- Offer of enrolment;
 - offering places to current students;
 - offering places to new students;
- Enrolment process;
- Orientation process;
 - prior to formally commencing at the Preschool;
 - upon commencement;
- Vacancies during the year; and
- Policy availability and review.

Pre-enrolment information

The Preschool welcomes interest from prospective families and children, The Preschool's website provides all key information for interested families. The Preschool also schedules an Open Day mid-year and invites all interested waitlisted families. For the health and safety of enrolled children, their families as well as staff, no visits or tours from interested families are offered to the Preschool unless the visit is deemed necessary by the Director for the child's well-being and if so, will be managed by the Director.

THE NOMINATED SUPERVISOR OR DELEGATED AUTHORITY WILL:

- On the exception where a family is offered a visit, ask the visiting family to sign the Visitors' Record to register their arrival and departure;
- Via the website, provide families with information that includes:
 - Philosophy, Constitution and Family Handbook;
 - Waitlist information including online Waitlist application
 - Enrolment and priority of access guidelines.
 - Curriculum, Timetable and What to Bring to Preschool
 - Fee and levy information;
 - Access to key policies and links to useful information

Waiting list

A child's name may be placed on the waiting list through the Hunters Hill Preschool website on or after their second birthday. To do this, families are asked to supply proof of the age of the child and a \$50 non-refundable waitlist fee. The family must also provide proof of address. The waitlist software used by the Preschool is an accurate record of names in order of the date of entry onto the list. It is the responsibility of the waitlisted family to advise the Director of any changes of address, telephone number or temporary absence.

Eligibility for enrolment

A child is eligible for (but not necessarily entitled to), an offer of enrolment if:

- the child's name has been entered on the waiting list;
- the child has reached the age of 3 years when the child commences preschool;
- the child will be less than 6 years of age at the end of that child's final year at the preschool unless a Certificate of Exemption from compulsory schooling is provided at time of enrolment; and

- the child is not enrolled at, or registered in, compulsory schooling.

Priority of Enrolment

As a community preschool, Hunters Hill Preschool allocates places for children in accordance with priority of enrolment guidelines which take into account a number of priorities for children in its local community as set out below, including: priority to current students, priority in accordance with government funding guidelines (as amended from time to time), and to support access to local preschool services.

Please note the Preschool reserves the right to make decisions about the enrolment of children taking into account the capacity of the Preschool to support the needs of those children and the other children enrolled at the time. This is at the discretion of the Director and the Executive Committee.

Priority for Current Students

Priority of enrolment is given to:

- Existing students of the Preschool who wish to remain in the program for their second year at preschool.

Priority of Access Guidelines

In line with government funding guidelines (which are amended from time to time), Hunters Hill Preschool makes enrolment decisions in a way that gives equal priority of access to:

- Children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered in compulsory schooling
- Children who are at least 3 years old on or before 31 July in that preschool year and from low income families
- Children who are at least 3 years old on or before 31 July in that preschool year and who are from an Aboriginal and/or Torres Strait Islander background.
- Children who are at least 3 years old on or before 31 July in that preschool year with a disability or additional need.
- Children who are at least 3 years old on or before 31 July in that preschool year with English language needs.
- Children who are at risk of significant harm (from a child protection perspective).

There is no order of priority that applies to the list of points above. Priority must be given to the groups outlined above before any other groups, including 3-year-olds not eligible for equity loading.

Priority of Enrolment for Local Community

Taking into account Hunters Hill Preschool's commitment to its community base, priority of access/enrolment is also given to:

- Siblings of current or past students; and
- Children living in the local area.

For the purposes of this policy, “local” is defined by the amalgamation of the catchment areas of the three primary schools in the municipality of Hunters Hill and specified in Appendix A.

Offer of Enrolment

After considering priority of access guidelines, and this policy, the Director may offer a child an available position, at the Preschool.

Current students

THE NOMINATED SUPERVISOR WILL:

- At a time in Term 2 or Term 3, ask families of current students to express their interest in their child returning to Hunters Hill Preschool, and the attendance pattern they prefer (2 or 3 days);
- Offer an enrolment place to children currently enrolled in the 3 day program who seek to remain in the 3 day program;
- Offer an enrolment place to children currently enrolled in the 2 day program who seek to move to the 3 day program or remain in the 2 day program. Three day positions for 2 day students will be offered to 2 day students in waitlist order.

Re-enrolment of a child is complete when a parent/guardian has completed and signed the re-enrolment form and paid a holding fee of \$300.00 (this fee can be transferred from payment of same the previous year).

New students

THE NOMINATED SUPERVISOR WILL:

- Utilising the Preschool’s enrolment software, send offers of enrolment (as determined in accordance with this policy), to families of children who are on the waiting list, asking them to accept the offer of a position at Hunters Hill Preschool within one (1) week. After one (1) week, the offer of enrolment lapses;
- If a family declines an offer of enrolment, the child’s name can remain on the waiting list if the parent/guardian so wishes and advises the Director accordingly. The child’s name can remain on the waiting list if the child still meets the eligibility criteria for enrolment.

Enrolment of a child is complete when the family has completed and signed the enrolment form, provided immunisation information, and paid a holding fee of \$300.00* ** ***

* *This fee will be deducted from the child’s final term fees.*

** *In the event of the child leaving preschool during the year, this fee will be refunded if four (4) weeks’ term time notice is provided.*

*** *In the event of the child leaving preschool at the end of the year, this fee will be refunded if six weeks’ term time notice is provided.*

*** *This fee is refundable if the child does not commence preschool after they have been enrolled, only if 4 week’s term-time notice is provided.*

Enrolment process

The enrolment process will be conducted after a family’s acceptance of an offer.

THE NOMINATED SUPERVISOR WILL:

- provide all families of current students re-enrolling for the following year with an email confirming enrolment details;
- provide all new families who have accepted an offer with an enrolment package that contains:

- an enrolment form that includes authorisations and questions about children's health and personal information and complies with National Regulations 160, 161, 162.
- current fee structure and payment details;
- an information booklet on Hunters Hill Preschool;
- information about policies including, but not limited to, those required under Regulation 168 and how to access them;
- information on the National Quality Framework, National Quality Standards and the EYLF;
- ECA Code of Ethics brochure;
- an orientation checklist;
- information about how to provide feedback or raise a concern or complaint; and
- an invitation to the Family Information Evening and Orientation week;
- conduct an enrolment interview if required;
- consider the language and cultural needs of the family. Hunters Hill Preschool has staff members who speak Japanese and Korean who can assist with translation, or a telephone translation service may be arranged;
- plan the orientation process in collaboration with families to ensure the best possible start for the child at Hunters Hill Preschool; and
- ensure that 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 for by the service (Regulation 183).

FAMILIES WILL:

- retain the information in the enrolment package for future reference; and
- provide the following, prior to the end of Term 3:
 - a completed enrolment form including authorisations;
 - a holding deposit payment as outlined in the Hunters Hill Preschool Financial Management Policy;
 - current immunisation records;
 - current contact information for parents and emergency contacts;
 - information on children's equity status (additional needs, medical conditions, health and developmental concerns, low income status etc).

This information will be kept at Hunters Hill Preschool's premises in accordance with service policies and the Education and Care Services National Regulations 2011.

Custody Arrangements

The Education and Care Services National law requires Hunters Hill Preschool to have details of all custodial and access arrangements.

THE NOMINATED SUPERVISOR WILL:

- Ensure all legal documentation of a child's custody and access arrangements are kept with the child's enrolment form and in a folder in the bottom office; and
- Ensure all custody and access arrangements are known to staff.

FAMILIES WILL:

- Inform the Director of custody and access arrangements on enrolment, and must advise the Director immediately of any subsequent alterations to these arrangements; and
- Show all relevant legal documentation to the Director.

Orientation process

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

We will always consider the feelings and time constraints that families may have in regard to participating in orientation processes and aim to make the experience a positive and welcoming introduction to Hunters Hill Preschool.

Prior to formally commencing at Hunters Hill Preschool

THE NOMINATED SUPERVISOR WILL:

- organise a Parent Information Evening in Term 4 for families to meet educators, learn about the program and the way the Preschool operates, ask questions and meet other new families;
- organise Orientation for new children and families to come to the Preschool and spend time taking part in the program with their families present. Families must sign the visitors book. Children cannot be left at preschool without a family member during Orientation.

THE NOMINATED SUPERVISOR, EDUCATORS AND STAFF WILL:

- interact with the child and actively encourage him / her to engage in the service program and activities during Orientation visits;
- be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios;
- familiarise themselves with information about the child from the enrolment documentation provided;
- ensure they are aware of any medical conditions and how to manage them if required.

Upon commencement

THE NOMINATED SUPERVISOR, EDUCATORS AND STAFF WILL:

- welcome the family and the child;
- ensure there is a space ready for the child's belongings;
- ensure the transition process is individual for each child and reflects family culture and identity, child rearing practices and expectations;
- reassure the family and assist with separation, if required;
- contact the family throughout the day to let them know how their child is settling, if required; and
- be available to speak with families to ensure ongoing support during the time of transition.

THE NOMINATED SUPERVISOR WILL:

- Prior to the family departing the Preschool undertake a final check of:
 - enrolment details;
 - authorisations;
 - information updates

Vacancies during the year

Where a vacancy occurs during the Preschool year:

THE NOMINATED SUPERVISOR WILL:

- make an offer of enrolment to the next child on the waiting list (taking into account priority of access guidelines and this policy) to fill the vacancy as soon as possible;
- have authority to deviate from the order on the waiting list if, in their opinion, the age of the child next on the waiting list would not be compatible with those in the group in which the vacancy has occurred;
- at their discretion, offer a 3 day vacancy to the next 2 day child on the waiting list.

Policy availability and review

All Hunters Hill Preschool policies will be reviewed every 3 years or as required and made available to staff, educators, families and visitors.

HUNTERS HILL PRESCHOOL WILL:

- Notify the parents/guardians within 28 days of any changes made.

THE NOMINATED SUPERVISOR WILL:

- Ensure that all families are informed of this policy and how to access it at enrolment; and Ensure that all staff are informed of this policy, their responsibilities under it, and how to access it during orientation.

REGULATORY CONSIDERATIONS

This policy takes into consideration the following regulatory requirements:

Education and Care Services National Regulations 2011

Part 4.7	Division 1	Regulation 161	Authorisations to be kept in enrolment record.
		Regulation 162	Health information to be kept in enrolment record
	Division 2	Regulation 168	Education and care service must have policies and procedures.
		Regulation 177	Prescribed enrolment and other documents to be kept by approved provider.

National Quality Standard for Early Childhood Education and Care and Out of Hours School Age Care

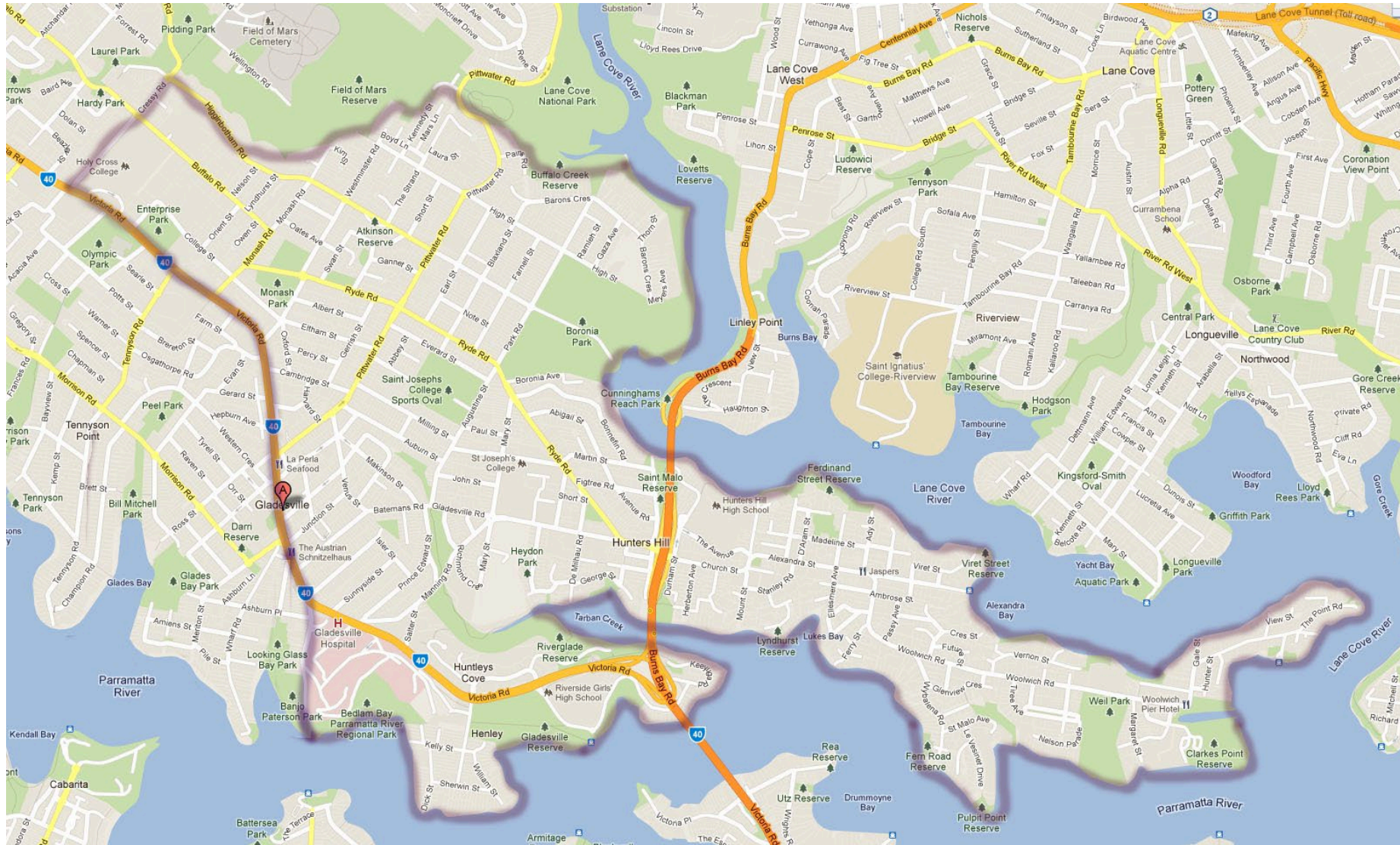
Standard 6.1	Element 6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
	Element 6.1.3	Current information about the service is available to families.

Children (Education and Care Services National Law Application) Act 2010

REVIEW SCHEDULE

Date Reviewed	Where and Who reviewed	Noted changes made
August 2013	Kate Barnes, Director and Executive Committee	<ul style="list-style-type: none"> Major review to ensure NQF compliance.
June 2014	Rebecca Dominguez, President	<ul style="list-style-type: none"> Review to ensure Early Childhood Education and Care Grants Program compliance.
May 2016	Kate Barnes, Director, Meredith Lucas, Financial Administrator	<ul style="list-style-type: none"> Minor grammatical and formatting changes. Change review date to 2 years. Change lapse time for offers to 1 week in response to smaller waitlist requiring quicker enrolment process to allow for advertising if necessary. Change end of year notice to 6 weeks in response to Executive Committee decision in 2015. Remove need for families to provide proof of address to reflect current practice. Include responsibilities for families and staff for children with custody arrangements.
October 2016	Kate Barnes, Director and Trish Ireland, President.	<ul style="list-style-type: none"> Include children with disabilities in main priority list in response to Executive Committee decision.
November 2017	Trish Ireland, President	<ul style="list-style-type: none"> Various edits
September 2018	Meredith Lucas, Financial Administrator Kate Barnes, Director, Pamela Flynn, President	<ul style="list-style-type: none"> Various edits, including reference to priority of access guidelines, as amended from time to time.
July 2023	Meredith Lucas, Financial Administrator, Marrianna Francis, Director EC Committee	<ul style="list-style-type: none"> Included children with a diagnosed disability or additional need in enrolment goals as required by funding guidelines. Various edits to bring policy up-to-date including removal of individual tours and introduction of annual Open Day, enrolment information required end of T3 Change Review date to 3 years Remove staggered starts for 2 day children

APPENDIX A - HUNTERS HILL PRESCHOOL CATCHMENT AREA MAP



Catchment Area Street List

Abbey Street	Euthella Avenue	Kokera Street	Punt Road
Abigail Street	Everard Street	Laura Street	Ramleh Street
Ady Street	Farnell Street	Le Vesinet Drive	Reilby Road
Albert Street Gladesville	Ferdinand Street	Leawill Place	Reserve Street
Alexandra St	Fern Road	Leo Street	Richmond Crescent
Alfred St	Ferry Street	Lloyd Avenue	Rocher Avenue
Ambrose Street	Figtree Road	Lot Lane	Rooke Lane
Angelo Street	Flagstaff Street	Luke Street	Rooke Street
Aspinall Place	Foss Street	Lyndhurst Crescent	Rundle Place
Aston Street	Francis Street	Lyndhurst Street	Salter Street
Auburn Street Hunters Hill	Frank Street	Madeline St	Sea Street
Augustine Street	Franki Ave	Makinson Street	Serpentine Road
Avenue Road	Fryar Place	Manning Road	Shea Close
Barons Crescent	Futuna Street	Margaret St	Sherwin Street
Batemans Road	Gale Street	Mark Street	Short Street
Bayview Crescent	Gannett Street	Mars Lane	Short Street HH
Blake Avenue	Ganora Street	Mars Street	Sinclair Avenue
Blaxland Street	Garrick Ave	Martha Street	St Ives Avenue
Bonnefin Road	Gaza Avenue	Martin Street	St Malo Avenue
Boronia Avenue	George Street	Mary St	Stanely Road
Boyd Lane	Gerrish Street	Massey Lane	Stansell Street
Brookes Street	Gladesville Road	Massey Street	Sunnyside Street
Browns Lane	Gladstone Avenue	Matthew Street	Sutton Road
Buffalo Road	Glenview Crescent	Mayfield Avenue	Swan St
Cambridge Street Gladesville	Glenview Road	Mc Bride Avenue	Swan Street
Campbell Drive	Gray Street	Meyers Avenue	Tarban Street
Campbell Street	Halcyon Street	Milling Street	The Avenue
Centenary Avenue	Havard Street	Monash Road	The Close
Chevalier Crescent	Herberton Avenue	Moorefield Avenue	The Point Road
Church Street	Higginbotham Road	Mortimer Lewis Drive	The Strand
Clarke Road	High Street	Mount Morris Street	Thompson Street
College Street	Hillcrest Avenue	Mount Street	Thorn Street
Collingwood Street	Holly Avenue	Muirbank Avenue	Toocooya Lane
Concord Place Gladesville	Howard Place	Nelson Parade	Toocooya Road
Cowell Street Gladesville	Hunter Street	Nelson Street	Tree Avenue
Cres Street	Huntleys Point Road	Nemba Street	Unwins Lane
Cressy Road <i>Victoria to Higginbotham</i>	Imperial Avenue	North Parade	Valentia Street
Croissy Avenue	Isler Street	Northumberland St	Venus Street
Crown Close	James Street	Norton Manning Road	Vernon Street
Crown Street	Jeanneret Avenue	Note Street	View Street
Cullens Lane	John Street	Oates Avenue	Viret Street
Cypress place	Johnson Street	Orient Street	Wallace Avenue
D'Aram Street	Joly Parade	Owen Street	Wandella Avenue
		Oxford Street	
De Milhau Road	Joubert Street	Gladesville	Warunda Place
Dick Street	Joy Street	Pains Road	Weambie Street
Diggers Avenue	Junctions Street	Park Road	Westminster Road
Durham Street	Jupiter Street	Passy Avenue	William Street
Earl Street	Kareelah Road	Paul Street	Windeyer Avenue
Earnshaw Street	Karrabee Avenue	Percy Street	Woodward Road
Eddy Avenue	Keeyuga Road	Pitt Street	Woolwich Road
Edgecliff Road	Kelly Street	Pittwater Road	Wybalena Road
Elgin St	Kennedy Lane	Plunkett Road	Yerton Avenue
Ellesmere Ave	Kennedy Street	Prince Edward Parade HH	