

PLC SYDNEY PRESCHOOL

ENROLMENT AND ORIENTATION POLICY

POL6.1.1

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1 RELATED LEGISLATION AND REFERENCES

This information refers to Quality Area 6 of the National Quality Standards: Collaborative Partnerships with Families.

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 168(2)(k), 160, 161, 162, 177, 183 Privacy Act 1988 (Cth)*
- *Health records and Information Privacy Act 2002 (NSW)*
- Family Assistance Law www.dss.gov.au
- NSW Government- Immunisation
http://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
- Start Strong Preschool Funding
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong>

2 INTRODUCTION

PLC Sydney Preschools are not for profit community-based, catering for children aged three, four and five years, and licenced under the Government's Start Strong Funding.

The philosophical framework for the PLC Sydney Preschool is based on the principles of excellent early childhood practices and inspired by the Reggio Emilia education philosophy which models a strong partnership between the children, teachers and families through a professional registration, enrolment and orientation process, including meeting legislative requirements.

3 OUTCOMES

This policy will provide guidance to all staff involved in the Preschool enrolment process to ensure their practice leads to compliance with all relevant policies and legislation.

To ensure:

- Children are provided with support and comfort to settle into the Preschool and establish new friendships and relationships.
- A thoughtful process is planned in consultation with families, to assist in separation from their child at the Preschool.
- Educators are provided with clearly explained enrolment processes; time to familiarise themselves with families prior to a child starting; strategies to support families in introducing children to the Preschool, time to develop close professional relationships with families; support from referral agencies;

information regarding any assessments or reports pertaining to the needs of a child; information about custodial issues.

- Due consideration is given to culture and language in undertaking enrolment processes. Families to be made aware of the PLC Sydney Preschools educational philosophy and ethos that underpins the values, learning virtues and practices.

4 POLICY ASSESSMENT

This policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by solicited feedback from randomly selected parents on a periodic basis and from any unsolicited feedback from parents.

5 THE POLICY

This policy gives guidance to those within the PLC Preschool community and to those who would join it concerning enrolment criteria and procedures. The Principal may vary this policy on a case by case basis.

6 ENROLMENT ELIGIBILITY AND ACCESS

When determining the offer of a place at the PLC Sydney Preschool, children will be accepted according to the Australian Government Priority of Access and PLC Sydney Preschool priority thereafter. All families have a choice of enrolling in a five, three or two day program. The days are based on set attendance days to support the best outcomes for children, including consistency and a sense of belonging.

6.1 PRIORITY OF ACCESS

Equal Priority of Access is given to:

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

Having satisfied the requirements of Commonwealth Priority of Access Guidelines, determination of an offer of a place at the Preschool, will be allocated utilising the following criteria:

- Registered siblings and children of current staff.
- Children or grandchildren of ex-students according to their initial date of registration.
- The remaining places are offered by date of registration (the earliest applications first).

7 ENROLMENT PROCEDURES

- Parents enquire about enrolment and place child on waitlist via online form.
- Parents tour the preschool and indicate whether they would like a place at the preschool.
- Administrator sends parent on-line enrolment documents which includes a letter of offer outlining what days the child will attend.
- Parents return the Enrolment documents along with a \$750 enrolment fee to secure their place.
- Application is processed and acknowledged.
- Parents accept or decline the offer. If accepted, parents sign the Enrolment Agreement and pay a non-refundable Enrolment Fee of \$750.
- If necessary, the second-round, pre-enrolment interviews and/or small group tours for eligible families will be undertaken and an offer will be made accordingly.

7.1 ENQUIRIES

The Director of Enrolments will refer enquiries to the website www.preschools.plc.nsw.edu.au about enrolment in the PLC Sydney Preschools. The details of the procedure include:

- (a) Conditions of Enrolment form
- (b) the most recent Fee Schedule
- (c) an Application Form for inclusion on the waitlist
- (d) an Application Fee Payment Form

7.1.1 ENROLMENT WAITING LIST

The Application Form must be completed by each family before placement on the waitlist. Placement on the waitlist does not guarantee an offer of enrolment. Where families are not fluent in English, the enrolment meeting will wherever possible be conducted in the family's primary language. At enrolment, parents are encouraged to provide any further information about their child that will support continuity of care between home and Preschool.

In order to be placed on the Enrolment waitlist, PLC Sydney must first receive the following:

- (a) return or complete online, the Application Form for inclusion on the waitlist

- (b) pay a non-refundable Application Fee
- (c) provide a copy of the student's birth certificate

Failure to provide all required information may result in PLC Sydney declining to enter the student's name on the waitlist or delaying such entry.

7.2 ENROLMENT INTERVIEW

Students are invited with their parents to attend an interview/tour with the Managers of the PLC Sydney Preschools within 6 months of their expected start date. Prior to interview parents will be asked to complete the PLC Sydney Preschool Confirmation of Applicants Details form. As part of the enrolment process, parents will be asked to provide:

- (a) one passport-size photo
- (b) where applicable, any information relevant to the student's education including updated medical, psychological or any other specialist reports
- (c) where applicable, a copy of any Family Court Orders
- (d) an up to date AIR immunisation history statement

7.2.1 AIR IMMUNISATION REQUIREMENTS

The *NSW Public Health Act 2010* requires parents/guardians to provide all early education and care services with an up to date Australian Immunisation Register (AIR) Immunisation History Statement (for a child who is up to date or cannot be immunised for medical reasons) or an AIR Immunisation History Form (for a child on a catch-up schedule). This must be provided before the child can be enrolled at any PLC Sydney Preschool.

The following are the only forms that can be accepted before the child can be formally enrolled.

- An [AIR Immunisation History Statement](#) (that shows a child is up to date with their scheduled vaccinations or cannot be immunised for medical reasons) OR
- an [AIR Immunisation History Form](#) on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) <https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register>

No other form of documentation is acceptable i.e. the Interim Vaccination Objection Form or Blue Book. The documents will be stored by the Director of the PLC Sydney Preschool, in a secure location for three years unless a child transfers to another child care centre.

7.2.2 CHILDREN VACCINATED OVERSEAS

If your child was immunised overseas, their immunisation record must be checked by a GP who will transfer the information to the AIR Document. Parents will then need to request an updated AIR Immunisation History Statement to provide to PLC Sydney Preschool prior to enrolment.

7.3 ENROLMENT OFFER

At the satisfactory conclusion of the interview process, an offer may be made to the parents to enrol the student via a Letter of Offer. Parents will also receive a copy of the Enrolment Agreement. To accept the offer, the parents must, within 14 days of receiving it, deliver to PLC Sydney

- (a) The Enrolment Agreement which includes acceptance by the parents of the then current Conditions of Enrolment.
- (b) The Preschool Medical Information and Consent
- (c) The NSW Government Consent to Use and Disclose Child's Personal Information
- (b) The non-refundable Enrolment Fee of \$750.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the PLC Sydney Preschool.

The enrolment fee is in addition to tuition fees and other fees.

8 ORIENTATION

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 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.

PLC Preschool 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 the service.

Our service will provide options for orientation to the education and care services for families which includes:

- Inviting new families to visit the service with their child at times that suit them, to familiarise families with the service prior to 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 service.
- Ensuring each family has a copy of the Family Handbook and an opportunity to have any questions answered.
- Supporting family members 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 or anxieties they may have in regards to enrolling their child at the service.

9 CONFIDENTIALITY

PLC Sydney will abide by the provisions of the *Privacy Act 1988*. Confidentiality and privacy require that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

10 RECORD KEEPING

Information concerning all applications will be kept on file. Unsuccessful application information will be kept for five years. Successful application information will be kept for the duration of the student's enrolment at PLC Sydney (daughter) plus seven years after leaving.

11 COMMUNICATING THE POLICY

This Policy will be available on the PLC Sydney Preschool website.

12 TRAINING AND DEVELOPMENT

Relevant staff will undergo professional development to ensure they have read and understood this policy.

Relevant staff are encouraged to review and supply feedback regarding this policy so that amendments can be implemented as necessary. Staff are encouraged to attend training courses and in-service opportunities that enhance their contributions to the enrolment experience.

ACCEPTING THE AGREEMENT

Enrolment is a contract whereby PLC Sydney guarantees a place for the applicant to his or her parents/guardians. Families will normally be given a fortnight to sign and return the Agreement which must also be accompanied by the non-refundable Enrolment Fee.

Where families cannot, or do not, respond by the nominated date, then the offer lapses. The child will remain on the Register, but the original application date will no longer apply.

Occasional vacancies may occur from time to time in any given year. The same enrolment procedures as outlined previously will apply.

13 POLICY EVALUATION AND REVIEW

This Policy will be monitored and reviewed to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Preschool will review this Policy every three year.

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

Policy review date	Modifications	Next review date
		August 2023