



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

## Enrolment and Orientation Policy

---

### Introduction

All children and families have different needs when it comes to Child Care. Some families need to use it because they work, study, need respite, are single, a couple, and other family members caring for children. Some families may phone and wish to start care tomorrow due to study or work, where other families may spend numerous mornings at the centre allowing their child to become adjusted to them leaving. Therefore there is not a universal orientation process for all families.

### Goals – What are we going to do?

For all families and children to have a smooth transition into the Cubbyhouse and become a part of the Cubby family. Families will be accepted and welcomed to the Cubbyhouse regardless of differences within the family structure and individual family members diversity (health, culture, sexuality etc)

### Strategies – How will it be done?

- Educators will make families aware of all aspects of The Cubbyhouses care and educational philosophy, policies and procedures upon enrolment and as time goes by, through verbal conversations, displays, family handouts and the policy handbooks.
- Educators will collect all information as per the Child Enrolment Orientation checklist.
- Families usually phone or visit the centre inquiring about positions. At this point the families will be invited to stay and look through the centre, meet the educators and are given an enrolment package.
- Families will be expected to provide certain documentation as requested by the Regulatory Authorities– such as immunisation records, birth certificate, custody papers – for copies to be taken to be kept on file.
- Families will be asked for the child and their family's personal background information such as birth dates, Family Assistance customer reference numbers (CRN's) health information and doctors details, on our enrolment form.
- Families will also be asked upon orientation and over the period of the child's enrolment for authorisations for a variety of things, such as excursions, observations etc.
- All information provided and gathered regarding the child/ren and the families will be kept private and secure by educators.
- Families then start by visits, half days and full days, if practicable for the family.
- Families are encouraged to ring throughout the day for as many weeks as they feel necessary to check on the progress of their child. Educators will also endeavour to phone on the first day to inform the parent on how the child has settled.
- Educators discuss with families how their child is settling into the Cubbyhouse. This is individual as some parents will only ask once while others may continue to ask for weeks or months.



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

- If the child is not settling we will phone the parents to inform them so that the parent can decide what action they wish to take with their child. We will also give them strategies to assist their child to settle.
- Educators and staff will develop and continuously work on supportive, friendly, open and honest relationships with the whole family. Developing a bond to best meet the care and educational needs of the children and their families.
- Management will adhere to the Priority of Access guidelines set out by the Australian Government.

## **Statutory Legislation and Considerations**

### Education and Care Services National Regulations 2011

PART 4.7—Leadership and Service Management Division 1—Management of services

Subdivision 1—Attendance and enrolment records Clauses 158-162

### National Quality Standards

QA1 - Educational program and practice

QA2 - Children's health and safety

QA3 - Physical environment

QA4 – Staffing arrangements

QA5 - Relationships with children

QA6 - Collaborative partnerships with families and communities

QA7 - Leadership and service management

### Early Years Learning Framework

Outcome 1 - Children have a strong sense of identity

Outcome 2 - Children are connected with and contribute to their world

Outcome 3 - Children have a strong sense of wellbeing

Outcome 4 - Children are confident and involved learners

Outcome 5 - Children are effective communicators.

## **Sources**

The Early Childhood Australia Code of Ethics (2006)

The UN Conventions of the Rights of the Child (1999)

## **Links to other policies**

All Parent Policies

## **Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)**

Enrolment and Orientation Procedures

Illness, First Aid and Hygiene Procedures

Maintaining Records

Medication Procedure

Office Daily Happenings

Requesting Fee Payment

Social Media Procedure



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

## Links to forms/ resources

Data, Cubbyhouse Originals, Forms

- ❖ Children's forms
- Medical Condition Risk Minimisation and Communication Plan
- ❖ family forms
- Child Enrolment Orientation checklist
- COMPLIMENT COMPLAINT FORM
- update enrolment form hubworks
- Cubbyhouse Enrolment Form HW
- Permission form for social media
- Emergency Contact Details Update
- Orientation Survey for parents

**Developed** 1999

**Reviewed and Modified** October 2008; November 2010, December 2013, December 2014, October 2015, December 2015