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Enrolment and Orientation

A Club For Kids ensure that a thorough and comprehensive orientation and enrolment process is provided to all new and existing children and their families. The enrolment and orientation policy ensures a safe, welcoming and engaging environment is provided from the outset. By facilitating the initial and ongoing gathering of information, the service is able to be responsive to individual needs while supporting the child in their new environment. The Orientation and Enrolment Policy ensures services meet their obligations under the Education and Care National Regulations (2012) as well as the broader National Quality Framework.

In order to achieve a comprehensive orientation and enrolment process, the Person with Management and Control and the Nominated Supervisor will ensure;

- A full and completed enrolment form including Direct Debit Form is obtained for each Family attending the service each year.
- In the case of Holiday Programs, an online booking must be completed prior to each School Holidays for each child
- Copies of the following documents are obtained prior to the child's first day at the service;
 - ❖ child's birth certificate
 - ❖ immunization record or immunization exemption certificate
 - ❖ health record
 - ❖ Legal parenting/custody orders or other legal orders (where applicable)
 - ❖ health care card (where applicable)
 - ❖ medical management plan (anaphylaxis, asthma, allergy or other health related issue, where applicable)
 - ❖ Behaviour Guidance strategies (where applicable)
- An enrolment place is not confirmed until all relevant information is obtained during the enrolment process. A child cannot attend a booked session without all documents being provided and completed in full.
- Families are provided access to Family Assistance Office information to register for financial assistance including Child Care Subsidy.
- Implement the Australian Government's Priority of Access Guidelines where applicable at all times
- The service Family Handbook is available at all times and a copy provided upon request.



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- Families are requested to pay fees in advance, if required.

Family Responsibilities

- It is the parent/guardian/account holder's responsibility to;
 - ❖ Provide all information relating to the child is current and provide updated information when requested by the service or whenever details provided on the enrolment form are no longer current
 - ❖ Inform the service in writing of the cancellation of care or of any requests to change days/sessions adhering to the applicable notice period
 - ❖ Read and understand the relevant service Family Handbook prior to attending the service for the first time

Orientation

It is the Nominated Supervisor's responsibility to ensure an effective orientation occurs for all new children. Orientation at a A Club For Kids must ensure the following;

- The orientation takes into account the child's age, cultural background, interests, skills and abilities
- It is conducted in accordance with the practice principles in the relevant learning framework,
- Actively supports the family and child's introduction to the service, their sense of belonging, community and positively facilitate the beginnings of new relationships
- Respond to and respect the individual needs and rights of the family and child and collaborates with the family to support their orientation and service experience.