

Enrolment and Orientation Policy

NQS

QA1	1.1.2	Child-centred – Each child’s current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
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QA4	4.2.2	Professional standards – Professional standards guide practice, interactions and relationships.
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QA5	5.1.2	Dignity and rights of the child – The dignity and rights of every child are maintained.
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QA6	6.1.1	Engagement with the service – Families are supported from enrolment to be involved in the service and contribute to the service decisions.
	6.1.2	Parent views are respected – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
	6.2.1	Transitions – Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.

QA7	7.1.1	Service philosophy and purpose – A statement of philosophy guides all aspects of the service’s operations.
	7.2.1	Continuous improvement – There is an effective self-assessment and quality improvement process in place.

National Regulations

Regs	155	Interactions with children
	158	Children’s attendance record to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

EYLF

LO1	Children feel safe, secure and supported
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Aim

The aim to provide equal access for all children and meeting the needs of the local community. We maintain confidentiality in relation to all information provided on enrolment forms. We ensure all families are welcomed and receive an effective orientation into the centre, you will be shown around, given a family handbook, and encouraged to ask questions.

Related Documents

The Montessori Philosophy

Enrolment and Orientation Policy

Welcome to the Montessori Journey

Inclusion Policy

Implementation

On your enrolment you will be charged a \$25 non-refundable enrolment fee with the acceptance of your place at our centre. You will receive a free t-shirt or sun hat. They all can be purchased thereafter - T-shirts and skivvies for \$12 each and sun hats for \$10 each. You and your child will be invited to attend a free transitional period from 8.30am -11am approximately, so hopefully your child will become more familiar before they do longer hours. This is optional.

Transitional process

The free transitional period is usually from 1-2 weeks from around 8.30am to 11am on the days your child is going to attend but not necessary. Educators are always ready to welcome and talk to parents/guardians about our program, philosophies and wherever possible meet any requests. It is also a good time for us to learn as much about your child so that the transition from home to the centre will be a smooth one. This is a good time for parents to advise educators of routines or times of the day that your child finds difficult or unsettling and discuss how we can manage this.

Procedures for settling new children and your child's participation into our program

A welcoming environment is provided, where parents hopefully will feel comfortable to spend as much time as discussed to settle new children. We will try and tailor the needs for you and your child as much as possible, if your child is apprehensive, it would be preferred for parents to let the educators, who are the primary care giver, know when you are leaving so we can support your child. Some children may settle more easily if they spend shorter days at the beginning and gradually increase later. Educators will be sensitive to the cultural background of the new families and will ensure that they use the child's familiar words, toileting procedures and any other concerns that you may have. Every child will be supported consistently to actively participate in the program.

On the first day, be brave and smile!

On your child's first day bring your child into the centre in a confident and friendly manner. Your child is very sensitive to your fears and apprehensions. It is in the best interest of your child that the early childhood educators and parents work together. The educators prefer to take your child from you whilst we are in the garden and not when we are lining up to go inside as it can get very hectic. Your child's first day is automatically considered a trial period; however, this period will be extended if your child is suited to our program, and we are suited to your child's needs.

Drop-off and pick-up

Please sign your child in and out when you drop your child off and pick your child up. Always leave your child where the teachers are, especially in the early mornings as we are usually in the Van Gogh room (near the office). Due to the safety issue of the other children, we would appreciate parents to be responsible for their own child and any siblings once they are on the premises. We ask that you also be mindful when having in depth conversations with the early childhood educators as this could distract the supervision for the other children. If parents need an in-depth discussion a suitable time can be arranged.

Procedure on informing parents about your child's day

Any concerns about a child will be conveyed to the parent at the end of the day or sooner if necessary. The early childhood educators write in the daybook of what the group did during the day, sleepers, mealtimes, or anything of interest. Children's work will be placed in their bag or room pockets for collection by parents.

We have a program on display for parents to read. This is only a guide for parents to know what the children will be doing throughout the week.

Kindergarten enrolments information

Every child, regardless of circumstance, deserves the best start in life. Access to a quality kindergarten program supports that start. It lays the foundation for every child in Queensland to thrive and achieve life-long success. An approved, kindergarten program is for children in the year before Prep (i.e., children who are four by 30 June in the year they start). The child must access at least 15 hours a week to access the kindergarten program. This is run for 40 weeks a year. The kindergarten program is delivered by a qualified early childhood teacher (ECT). Our teachers are also Montessori trained. We follow the QKFS guidelines but achieve this within our Montessori Program. Families (including foster families), accessing the QKFS Plus must supply either one of the following:

- a current Australian Government Health Care Card (HCC), Concession Card
- The child identifies as being Aboriginal and/or Torres Strait Islander
- The family has three or more children of the same age, enrolled in the same year

All children must give the centre a copy or email of the proof of date of birth. This would usually be a birth certificate but other official forms of documentation, such as a passport, are acceptable.

Things need inform the office:

- Any changes regarding your address, telephone number, and custody/access arrangements
- If someone different is picking up your child
- If your child is absent, sick, or going on holidays.
- If your personal circumstances change which may affect your child and you think we should know
- Any updates of your child's immunisation and changes in health

What to bring at the start of each term

At the beginning of January, April, July, and October or when your child first starts, you are required to supply the following items:

- 1 box of tissues
- 2 rolls of toilet paper
- 1 liquid soap (*please make sure that it has no nuts in the soap e.g., almond etc.*)
- If parents do not bring in their supplies, a \$10 levy will apply each term.
- A named USB Stick (1 gig Minimum)

What to bring

1. Two pieces of fruit or vegetables (all fruit and vegetables are washed and shared for morning and afternoon tea).
2. A lunch to suit your child's needs. No soft drinks, chocolates, or lollies.
3. Perishables should be named and be placed in the fridge. All perishable food will be thrown out if not eaten.
4. A named hand towel with a tag for hanging. This will be sent home on the last day of your child's week.
5. If your child uses a certain sunscreen, please give it to your child's teacher (no Aerosol cans), otherwise the centre supplies a sunscreen for the parents who want their children to use. Please apply the sunscreen in the morning and we will reapply it in the afternoon before going outside.
6. A named insect repellent if you want your child to use one. No Aerosol cans please.

7. A named sheet bag or pillowcase (no plastic bags) with a named cot sized fitted sheet for your child to lie on at rest time. A named blanket in the cooler weather.
8. A change of named clothes as accidents may happen.
9. It is important that the children become accustomed to wearing a hat. A hat will be worn all year round. NO CAPS, please read our sun safety policy.
10. Please name all your child's belongings.

What to wear

Please supply a spare set of clothes suitable to the climate and a wide brimmed hat. Please name all items clearly. Please don't send your child in anything that you don't want ruined in case we have mucky play, even though we will try and keep them from getting paint on their clothing it does not always happen. Please dress your child for comfort and mobility as they may want to ride a bike, go on the climbing frame, play in the sandpit etc. Due to our sun safety policy, please dress your child in sun-protective clothing. NO SINGLETS. Educators will always assist your child with clothing when needed.

Cooking

\$2 per month. Paid in full January to June (\$12) or when you start to June and July until December (\$12). The money can be paid directly to the office. The money will be used for any cooking or sampling of different foods, art materials for special occasions e.g., Mother's Day, Father's Day, Easter etc.

Show 'n tell

(Optional with some rooms)

We would prefer items of an educational value or an interest to others, rather than swords and guns. Toys are not encouraged in the centre as this can create problems especially if the child's toys get broken. Spiderman/Batman etc. dress ups are not encouraged as it can make the other children very hyped up. Show and tell live animals/insects would be appreciated if they can be returned to their environment. All show and tell items are only to be used at show and tell time and not to be played with throughout the day.

Extracurricular activities

Mini Muscles and French - if you would like to do any please see the office. This is an extra curriculum for your child's physical and language needs. Payment is made directly to them.

Procedure for transition to school

Children nearing school age are encouraged into a program to develop their self-help skills and the educators will spend time discussing the move to school using appropriate stories and activities.

We also can have:

- Telephone conferencing with your child's new school.
- We work in conjunction with your child's new school by providing a 'snapshot' of your child with a transitional statement summarising their learning and development.
- We can fill in the school's own evaluation forms provided for the child.

After leaving our centre parents and children are always welcome to come back for a visit.

Non-discriminatory policy

It is the policy of this centre to offer enrolment to all children regardless of cultural background, gender, socioeconomic or religious beliefs. We do this by treating each child equally and encourage the participation of all children into our program.

Sources

National Quality Standard

Education and Care Services National Regulations (Queensland)

Early Years Learning Framework

Queensland Health Department

SunSmart

Nutrition Australia

Review

This policy will be reviewed annually by:

- Director
- Employees
- Families
- Interested Parties

Last reviewed: October 2023

Date for next review: November 2024