



Enrolment and Orientation Policy

Purpose of this policy

To outline the policy for the enrolment and orientation of children and families of Hawthorn Early Years (HEY).

To ensure children and families are provided with an enrolment and orientation procedure that allows the family to transition into the Service positively and well-informed, meeting the children and families' individual needs.

To establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

Policy

HEY will adopt and follow Priority of Access guidelines set by the Department of Education and HEY in determining enrolments at the Service.

Enrolment and orientation procedures aim to ensure that children and families transition positively into the Service and that legislative requirements are adhered to. Enrolment and orientation to any early education and care service is an exciting, and sometimes emotional time for children and families. At HEY, we understand the importance of this time. We seek to develop a partnership with families by building and maintaining trusting relationships with both the child and family. These partnerships enable the Service and families to work toward the common goal of promoting consistent high quality outcomes for individual children and the Service.

Management has a duty of care to ensure the health, safety and wellbeing of all children and employees within the Service. With this in mind, on-going or serious circumstances of non-compliance to HEY's policies and procedures, may result in the termination of a child's enrolment.

Scope of Policy

This policy applies to the Board of Hawthorn Early Years, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Implementation of policy

This policy will be implemented through the use of clear and comprehensive procedures.



Procedures relating to this policy

1. Waiting List Procedure
2. Enrolment Procedure
3. Orientation Procedure
4. Termination of Enrolment Procedure