

# *River Street Early Learning Centre*

## Enrolment and Orientation Policy

### **Policy**

All families who use River Street Early Learning Centre have a right to know how the centre operates and how their children will be cared for. They should feel welcome and know that they are free to visit at any time.

### **Procedure**

1. Parents/Guardians will be provided with an enrolment pack that includes an enrolment form, direct debit form, Fee policy, child protection policy, allergy aware procedure, parent information leaflet, and a copy of our philosophy.
2. The parents/Guardians will complete the Enrolment Form and make a Contract of Care with River Street Early Learning Centre at the time of enrolment of a child/ children and will be invited to bring the child/ children for a tour of the Centre.
3. Parents will be informed that:
  - The centre is open from 7.00 am to 6:00 pm, Monday to Friday.
  - The Centre is closed on Public Holidays and usually between Christmas Day and New Year's Day.
  - Two weeks' notice must be given when withdrawing a child from the centre.
  - They are welcome to visit the centre at any time of the day and participate in the centre's activities.
4. Parents will have the opportunity to look at and discuss;
  - Programmes
  - Policies and procedures Manual
  - Meet Staff
  - Parental Involvement
  - Staff development programmes
  - Newsletters
5. River Street Early Learning Centre staff will:
  - Answer parents queries etc. directing their attention to items related to helping child(ren) settle into the Centre environment.
  - Enquire as to whether parents/guardians would like any material translated into a different language.
  - Ensure that an enrolment form is completed in full.
  - Encourage parents to consider an induction schedule. This enables the child and parent to -settle in and interact with other children and staff, establishing relationships and familiarising faces.
  - Invited parents to make an appointment for the induction of the child(ren) into the Centre.
  - Advise parents to become familiar with the River Street Early Learning Centre Policy and Procedure Manual.