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|  | Policy Name: | OSHC – Enrolment & Orientation | Date of approval: | May 2020   |
|   | Responsible: | OSHC                           | Review date:      | April 2023 |



## OSHC – Enrolment & Orientation

### RATIONALE

To allocate positions at the program in an equitable and reasoned manner and to commence building a positive and ongoing relationship with children and their families.

### PROCEDURES

Rosebud Primary OSHC is a government funded Program, community based, open to parents with their children enrolled at Rosebud Primary School. The enrolment process must ensure that positions are allocated in an equitable manner. Good procedures include consistent information around service operation and authorizations promoting compliance and a safe and secure environment for children and families.

### Enrolment

Parents are required to fill out an enrolment form for each child. Proof of immunisation needs to be with the enrolment form and any legal documents relating to custody issues.

Parents will be sent an email upon enrolment with information booklet on the OSHC, which includes;


- The Family handbook

Our OSHC welcomes visits from prospective families and children. The Nominated Supervisor or Educator may provide the visiting family with a tour of the service environment and information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff
- the physical environment;
- administrative matters, cost, and fee payment methods;
- How to provide feedback.

### Relevant Legislation:

- Children (Education and Care Services National Law Application) Act 2010

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- Education and Care Services National Regulations 2011: 177
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**Links to National Quality Standard:**

- 6.1.1 There is an effective enrolment and orientation process for families.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

**Key Resources:**

- Department of Education and Workplace Relations: [www.deewr.gov.au](http://www.deewr.gov.au)

**Evaluation**

Successful orientation and enrolment procedures promote smooth transitions between to the service. Information sharing and the signing of authorisations ensure a safe and secure environment for the child.

Last reviewed on: May 2020

To be reviewed every 3 years.