



Blackall-Tambo

Regional Council

Tambo Child Care Centre, Governance and Leadership Procedure

Enrolment and Orientation

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Policy Compiled by: Childcare Coordinator	
Policy Approved by: Director of Finance Corporate and Community Services	

Introduction

Effective enrolment and orientation processes form the foundations for strong relationships between families and the centre.

Waiting list

- Where possible, parents / guardians are encouraged to visit the centre prior to completing a wait list form.
- A child's name is on the waiting list when the centre has received a completed waitlist form.

New enrolment

1. Enrolment Offer

- Enrolment offers are managed by and are the responsibility of the Coordinator.
- **Enrolment offers for the following year typically commence:**
 - Childcare – the year prior to the year of entry.
- When a vacancy exists, an enrolment offer is made to the next child on the waiting list.
- **The number of enrolment offers made depends on:**
 - Vacancies
 - The number of children on the waitlist
 - The age of children
 - The number of continuing children, and
 - The expected number of delayed entry / exit children.
- **When offering enrolments, the centre will:**
 - Make offers according to received date order of waitlist form.

Document #: Admin 52	Date Effective: 16.2.2022	Version: One	Page 1 of 2
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- **An enrolment is confirmed when a parent / guardian has completed and returned an *Enrolment Booklet* and any fees are paid. An enrolment offer specifies the offer expiry date. The parent / guardian is required to return all completed documents by the expiry date.**

2. Enrolment Confirmation

- Parent / Guardian accepts or declines the enrolment offer.
- The coordinator processes the enrolment offer and any fee payable.
- A confirmation of enrolment is sent to the parent / guardian.

3. Orientation

- The coordinator plans, invites, and communicates orientation activities to relevant parents / guardians.
- Arranges a formal meeting with parents / guardians who are enrolling a child with an additional need or medical condition.
- To ensure a smooth transition and where possible, families are actively encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment (e.g., Open Week).
- Consider and respond appropriately to the needs of enrolled families from diverse cultural and language backgrounds.