



Waiting List, Priority of Access and Enrolment and Orientation Policy

Aim:

- To ensure Maryland Care & Early Education Centre is accessible to all community residents
- To ensure our service maintains compliance with Commonwealth Priority of Access guidelines and State Government Service funding requirements
- To ensure That Maryland Care and Early Education Centre offers a fair system for staff, families and their children who are waiting for placement within the service
- Enrolment and orientation procedures form the foundation for strong relationships between families and early education settings and begin to promote a positive experience for education and care for children
- To ensure that enrolment and orientation processes are planned and implemented
- To ensure that each family is welcomed to the Centre, we will aim to:
- To inform all parents of the Centre Policies, and involve them in the consultation process
- To respect parents by giving them the opportunity and encouraging them to discuss their family values, areas of importance, and any concerns they may have about placing their child into child care
- To ensure that children's entry to the Centre is a positive and happy experience
- To ensure consideration is given to culture and language during the enrolment and orientation period

Legislative requirements / Sources:

Department of Education, Employment and Workplace Relations (www.deewr.gov.au)

National Quality Standards Standard 7.3.2, 7.3.5 and 6.1.1

Education and Care Service National Regulations (2011) 177

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

Community Childcare Cooperative (2013)

Implementation:

Waiting List and Priority of Access

This policy supports inclusive practices at Maryland Care and Early Education Centre. Please see inclusion policy and Procedures for further information.

It is the responsibility of each family on the waiting list to ensure that they notify Maryland Care and Early Education Centre of any changes to their waiting list application or contact details. If we attempt to contact a family on the waitlist and their details are incorrect they will be removed from the waiting list.

Families who are offered a placement but choose not to take the position can still maintain their current position on the waiting list or elect to have their child removed from the waiting list.

Maryland Care and Early Education Centre will send a letter/email to families once a year to keep the waiting list up to date. Families will be required to contact the service if they wish to maintain their child's name on the list.

Enrolment and Orientation

Upon enquiry about our service

Families are able to enquire about our service via phone, web site, email and a personal visit. Families who enquire via email, website or phone are invited to visit our service and see our service in operation.

Maryland Care and Early Education Centre welcomes visits from prospective families and children. The Nominated Supervisor or delegated person will provide the visiting family with a tour of our centre, provide information and answer any questions that may arise. An information book is available online on our website for families that includes information such as:

- Our Centre Philosophy
- What we provide
- Information on the different types of play
- What families need to provide
- Fees
- A selection of centre policies

See our procedure for enrolment and orientation.

Settling in

Please be assured that our educators will communicate with you regularly about how your child is settling in. We encourage families to call throughout the day if they need to

and educators may give you a call just to ease your mind. If you or your child experiences separation anxiety at any stage during your time with us please talk to your child's educators so we can work together to devise some strategies to assist.

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed annually. This policy is available in other languages upon request.

Created: August, 2016

Review: August, 2018