

Rosebery Preschool Enrolment and Orientation Procedure

Rationale

The purpose of this procedure is to ensure a smooth, supportive and well-informed transition into Rosebery Preschool for all children and families. This procedure outlines the enrolment process, orientation expectations and shared responsibilities to promote belonging, safety and positive partnerships.

Policy Statement

Rosebery Preschool is committed to providing a welcoming and inclusive enrolment and orientation process. Families will receive clear information regarding policies, procedures and expectations to support a successful start to preschool. Children will be supported to transition into the learning environment in a way that promotes security, confidence and wellbeing.

Legislative Requirements

National Law: Sections 165, 167, 168

National Regulations: Regulations 160–168

National Quality Framework: Quality Area 6 – Collaborative Partnerships with Families and Communities

Early Years Learning Framework – Outcome 1: Children have a strong sense of identity

Implementation

Administration Responsibilities

- Hold an enrolment interview
- Assist families with enrolment documentation.
- Provide families with enrolment forms and preschool information.
- Ensure completed forms are returned prior to commencement.
- Process enrolment details in school systems.
- Notify Preschool staff of incoming enrolments.

Preschool Staff Responsibilities

- Provide transition information and welcome communication.
- Explain preschool routines, expectations and procedures.
- Support children and families during orientation visits.
- Build positive relationships with children and families.
- Maintain communication with families throughout the transition period.

Parent/Carer Responsibilities

- Complete and return all required enrolment documentation in full (**all doctors details, medical and allergy plans, authority to collect forms, photograph approval, permission to leave the premises, sunscreen/repellent forms etc**)
- Provide relevant information regarding medical needs, additional needs or custody arrangements.
- Inform staff of any changes to enrolment details or emergency contacts.
- Support their child's transition by attending orientation sessions where possible.
- Familiarise themselves with preschool policies and procedures.

Orientation Process

- Orientation sessions will be offered prior to the child's commencement where possible.
- Families will have the opportunity to meet staff and explore the learning environment.
- Children will be supported to engage in play-based experiences during visits.
- Staff will provide information about daily routines, expectations and communication platforms (e.g. Seesaw).
- Additional transition support may be provided where required.

Review and Continuous Improvement

The enrolment and orientation process will be reviewed annually to ensure it remains responsive, inclusive and aligned with legislative requirements.

Effective:

Term 1, 2026

Date of Next Review:

Term 1, 2027

Developed by:

Preschool Teacher in Charge