

Early Learning and Care

Fact Sheet 2: Enrolment and Orientation



Catholic Education
Diocese of Rockhampton

ENROLMENT

Welcome to St. Joseph's OSHC. All Catholic Education – Diocese of Rockhampton child services are licensed under the Corporation of Trustees of the Roman Catholic Diocese of Rockhampton. Services support families and others within the wider community, and provide care for children attending the service within a Catholic environment. Families from other faith traditions who demonstrate that they share our expressed values are welcome to enrol at the service.

The centre is required to maintain a record of each child to ensure the safe and appropriate care of children and compliance with legislation.

Waiting List Application Forms are to be completed by families wishing to enrol their child at a centre. Fully completed *Waiting List Applications* will ensure a child's placement onto a centre's waiting list. Lodgement of this form does not guarantee the child a place within a centre. A separate form needs to be completed for every child within a family.

Children may enrol into a centre at any time during the school year if a vacancy is available.

Children will **not be** automatically enrolled into the school located nearest to the centre. Families will need to make arrangements with the school to enrol their children for the following year.

Families will be forwarded a *Letter of Offer* when a place becomes available at the centre. On payment of a holding fee, an Enrolment Package including the following information will be provided to parents/ guardians.

An enrolment fee of \$100.00 will be charged upon receipt of the *Letter of Offer*.

All information contained in enrolment documentation will be treated in accordance with the *Catholic Education – Diocese of Rockhampton Confidentiality and Privacy Policy*.

ORIENTATION

The Catholic Education – Diocese of Rockhampton acknowledges the importance of an effective and positive orientation process. Orientation is an exciting time for children and families and often can represent a family's first experience with care. Part of our orientation process is an interview with new families and the Nominated Supervisor or delegate.

Enrolment and orientation experiences can build the foundations for an ongoing partnership between the family and the service. Such partnerships enable the service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the service as a whole.

The orientation interview provides the opportunity for staff, children and families to discuss with staff the individual needs and care arrangements of your child/children with you. New families will be provided with comprehensive information about the service's operation, staffing and management at this time.

The service recognises and celebrates the varying needs, cultures, languages and perspectives of families. New children will be introduced and welcomed to the group and staff will show new children, safe and suitable licensed areas the children can access. Staff will assist all new children to settle in at the centre to ensure they are feeling safe and welcome. The service has an open door policy and encourages families to spend time with their children in the service. At all times families are encouraged to ask questions, provide feedback and suggestions.

Further information and procedures regarding this information are available upon request.