Policy Statement
We believe in order for families to feel part of our inclusive preschool community and to feel confident and comfortable that their children will be receiving high quality care that they are provided with a thorough and clear induction into our Centre.

Staff will welcome new families and children in a friendly, warm and informative manner. Staff are to offer support, understanding and provide clear answers or direct them to sources when these answers can best be provided.

Initial Enquiries
1. When enquiring about preschool, families are strongly encouraged to arrange a time to visit the Centre for a tour with the Director or other staff member to determine whether our Preschool meets their requirements, needs and expectations.
2. If enrolment vacancies are not available, due to legal maximum capacity being reached, families will be placed on a waiting list and contacted when enrolment numbers fall below the recommended capacity. Waiting lists will be reviewed regularly throughout a term and during the year to ensure fairness and equity.
3. Children’s names will also remain on a waiting list if fees from previous siblings are outstanding. This is in accordance with our ‘Fee Policy’. Once past fees have been paid and there are available spaces, families will be immediately notified with the relevant days and times when their child will commence their Preschool sessions.

Introductory Visits
Enrolling families will be sent a letter of invitation to attend the pre-entry information session at the end of term 3. This letter will outline the format of the information session, and the date, time and location of the session. This session will be only available for parents to attend as no facilities for children will be available. However, parents can arrange separate visits to the Kindy with their children as outlined further below.

The information session is to help support the understanding and expectations of staff and families working together to support the child. It includes information pertaining to administrative requirements, session times, awareness of policies and procedures, fee structures, assessment and reporting processes. Families will be made aware of the policies on display near the rear entrance of the Centre as well as position of Communication pockets. A Centre Philosophy Statement will be handed out as well as in depth Centre Information book, information on how families can assist in our Preschool and in their child’s education as well as relevant websites, information and services relating to relevant services families are able to access.

At the meeting all relevant enrolment forms including proof of birth, will be given to the Director. Enrolment packages will be available if they have been misplaced, from the Director. Please ensure that if your child has a medical condition (eg anaphylaxis) that you contact the Centre so that we may send out the relevant medical action plans which will need to be filled out by a Doctor. These plans remain with the enrolment and it is vital that we have them BEFORE your child enters preschool.

As part of our orientation process, families are welcome to visit the Centre anytime in order to meet with some of the educators and explore the Preschool environment. We ask that families ring and make an appointment so that there is someone available to take them around and answer any questions as they explore the environment. During this time they will be given a brief trifold brochure with basic information relating to our Preschool.

Communication
We encourage family participation by identifying and inviting people to share their special skills. The Centre provides regular information about Centre events, (AGM, Christmas/graduation parties, fundraisers), health and safety issues, and other educational issues via; newsletters, posters, Governing Council meetings, children’s communication pockets, yearly parent/teacher interviews and appointments (when requested) to discuss children’s development or concerns.

Staff members work in partnership with families to gather information that will provide continuity of care and education to and from home and the Centre. Staff and families exchange information on a daily basis (where possible) by way of informal conversation before and after kindy and notes on daily sign in sheets. Each child attending the Centre has an individual child profile book with examples of special days, artwork, excursions and group work. These are kept as a personal record of progress. They are under the bench near the kitchen in large coloured boxes relevant to your child’s group (communication pocket labels reflect the colour if a family is unsure). They are available for you to peruse at any time but we request that you do not take them home as these contain original work and cannot be replaced. We have lost many over the years as they have not been returned.

Accident/illness reports are recorded and kept on file.

The large glass case communication board on the outside of the main building contains relevant DECD information as well as curriculum and fundraising details.

Daily routines and fortnightly programs are displayed near the two main entrances of the building; on the communication board and on the double doors near the kitchen.

Families are regularly encouraged to participate in Centre activities via newsletters and notes in communication pockets. Families are encouraged to provide an A3 family photo collage to add to the Centre ‘Family Book’ at some stage during their year at preschool.

Staff members are encouraged to actively listen to children, families and colleagues, establishing and maintaining open reciprocal lines of communication, to assist in building trusting relationships.

We strongly believe that family contributions such as participation on management (Governing Council) and sub committees, completing feedback forms, questionnaires, surveys and engaging in regular informal discussions, all play a vital and important role with ongoing Centre operations, planning and programming.

**Orientation**

The Director is responsible for the orientation of families, however all trained ECW staff and teachers will ensure they are up to date with the latest developments of the Centre and are able to proficiently and succinctly guide families through the orientation process. This includes providing access to the Centre handbook, distributing enrolment forms/packages/health care forms and writing contact details for a child in the Centre ‘gold book’. Information given to families during orientation focusses on what families need to do upon arrival and departure at the Centre, where information relating to policies, programs and events are placed, fee structure, communication pockets, forms and procedures for families to seek medical confirmation and action plans for conditions such as asthma, anaphylaxis, etc.

Signed:

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Chairperson - Governing Council (Laura Mudge)  Director – Kadina Preschool (Jacky Vogelsang)