Procedures

Enrolment and orientation of new children and their families in preschools

Preschools may choose to amend, delete or add as applicable

Delete blue text in template when you complete the template

Amend red text\*\*

# Introduction

Briefly outline the purpose of this document. What is the objective and how will this document help?

Preschools may insert pictures to help provide context for the purpose of this document.

Under the *Education and Care Services (National Uniform Legislation) Act 2011* (the Act) and *Education and Care Services Regulations* (the Regulations), *<Preschool Name>* is required to implement an effective enrolment and orientation process suited to the needs of children and their families.

# Definitions

Define any key terms and acronyms used in this document. Ensure consistency with associated policy, procedures and guidelines, and the Act and the Regulations.

| Acronyms | Full form |
| --- | --- |
| NQF | National Quality Framework |
| NT | Northern Territory |

| Term | Definition |
| --- | --- |
| Orientation | A series of meetings or events at which the following may occur:* introductory information is provided to parents about the service
* introductory information is provided by parents about their child to support his or her adjustment to new surroundings
* responsibilities and expectations are clarified
* awareness of service policies and procedures is developed
 |
|  |  |
|  |  |

# Roles and responsibilities

Briefly outline the roles and responsibilities of the principal (if relevant), teachers, educators and children and their families.

Subheadings and dot points may be used. The information should be written in language that is easily understood.

The principalis responsible for:

* \*\*Insert\*\*/\*\*Delete\*\*
* \*\*Insert\*\*/\*\*Delete\*\*

The preschool teacher and educators are responsible for:

* \*\*Insert\*\*/\*\*Delete\*\*
* \*\*Insert\*\*/\*\*Delete\*\*

Children and their familiesare responsible for:

* \*\*Insert\*\*/\*\*Delete\*\*
* \*\*Insert\*\*/\*\*Delete\*\*

# Procedures

Outline the specific steps or processes required to implement, comply and meet the intent of the associated policy, procedures and guidelines, and the Act and the Regulations.

Subheadings and dot points may be used. The information should be written in succinct order and in language that is easily understood.

*<Preschool Name>* will provide quality learning and transition experiences to children and families to ensure they become familiar with our preschool environment and its staff.

*<Preschool Name>* will:

* 1. Ensure
		1. \*\*Insert/delete\*\*
		2. \*\*Insert/delete\*\*
	2. Ensure
		1. \*\*Insert/delete\*\*
		2. \*\*Insert/delete\*\*
	3. Ensure
		1. \*\*Insert/delete\*\*
		2. \*\*Insert/delete\*\*
	4. Ensure
		1. \*\*Insert/delete\*\*
		2. \*\*Insert/delete\*\*