Enrolment & Orientation Procedures

PROCEDURE STATEMENT

Educators aim to provide a thorough orientation process to families enrolling their child at Madison Park Kindergarten. Information sessions will be offered at the start of Term 4 and we strongly recommend that parents attend.

The Parent Handbook will be distributed at the information session & contains some of the following information:

CHECKLIST:

- Tour of the centre including the location of child’s information & where children hang their bags
- Centre’s phone number, email address & fax
- Enrolment form/ preliminary enrolment form
- Philosophy Statement
- Session Times & Term Dates
- Protocols for arrival & departure ( signing in/out attendance sheets when dropping off and collecting child
- Location of child’s information pockets & daily checks
- Term fees & payments- location of fees box
- Procedure for alternative person to collect your child
- Daily routine- snack, lunch & relaxation
- Curriculum, Programming & Children’s Profile Folders
- Child Protection Curriculum
- Healthy eating
- What to bring to kindy
- Sunscreen & sun protection
- Guiding children's behaviour
- Sustainable practices- worms, compost, hens & recycling
- Medication Health needs ( procedure for completing medication forms)
- Asthma/ Allergy & contact us if your child is going to be absent
- Emergency Procedures
- Governing Council information
- Parent involvement & respectful behaviour
- Quality Improvement Plan
- Location of Policy Folders- website access
- Excursions
- Location of toilets

National Quality Standard 6.1