



## WILLOW CLOSE PRE SCHOOL

### ENROLMENT AND ORIENTATION PROCEDURES FOR FAMILIES (QA 6.1.1)

1. All staff able to conduct this process - except when sensitive issues with families including children with additional needs, in these cases Director of Lead Teacher takes on role.
2. Families make appointment through email, phone call or face-to-face.
3. Enrolment package maintained up-to-date.
4. Child and family warmly greeted.
5. Families given tour of the kindergarten, introducing every staff member on way.
6. Staff to use professional language.
7. Discuss;
  - a. Quality Improvement Plan priorities
  - b. Our focus on Literacy and Numeracy
  - c. Emergent programming around children's needs/interests/abilities
  - d. Partnership and communication with parents
  - e. Governing council
8. Administration;
  - a. Signing child in/out
  - b. Procedure for payments of money - red box, receipting
  - c. Parent daily diary - recording phone calls for absentees, payments of money, variation to normal collection of child.
  - d. Supervision of children - indoors and outdoors
  - e. Kindergarten daily routine
  - f. Eating routines - fruit in bag, drink in bag, lunches in kitchen
9. All staff please tell ECW when 2-3 enrolments packs remaining so more can be collated.