



# ORIENTATION POLICY

## **Rationale:**

- All children enrolling at our After School Care Program deserve a smooth transition that enables them to become part of our program with a minimum of disruption and maximum support.

## **Aims:**

- To provide an efficient process of enrolment and orientation that satisfies the needs of both students and the After School Care Program.

## **Implementation:**

- All enrolments will require the completion of the Kyabram P-12 College After School Care Enrolment form, including the provision of any court orders and parenting plans, medical conditions and medical management plans.
- All children will be made to feel welcome at the service.
- All children will be given a tour of the After School Care area prior to commencing.
- The area where information regarding wellbeing and community services will be demonstrated to new parents and children.
- Expectations of the service will be communicated with parents and children.
- Policies will be provided to all parents enrolling their children in the service.
- Students and parents will be given information about the roll marking and attendance process as documented in the OSHC policies folder.

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

\_\_\_\_\_ Date: 15/07/2018  
School Council President

Review Date July 2021