Enrolment and Orientation Policy

Rationale:

All children enrolling at our Outside School Hours Care (OSHC) 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 OSHC program.

Implementation:

- All enrolments will require the completion of the Kyabram P-12 College OSHC program 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 OSHC 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 via the College website.
- Students and parents will be given information about the roll marking and attendance process as documented in the OSHC policies.
- New children to the program will be welcomed to the program in various ways including:
  - Tour of the OSHC centre including all facilities
  - Outline of the program including invitation to be part of the program design.
- Students enrolling at the OSHC Program will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Student Information Enrolment Form.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council
	August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026