ENROLMENT, ORIENTATION & ACCESS POLICY

St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

The St Joseph’s OSHC service will incorporate an orientation process for both the children and their families to gain essential information to meet the needs of the children and their families and to form a strong partnership between home and the OSHC service.

Aims:
- To ensure that each family is welcomed to the Service
- To inform all parents of the OSHC Policies and involve them in the consultation process
- To respect parents by giving them the opportunity to discuss their family, values, areas of importance and any concerns or queries they may have
- To ensure that child’s entry to the Service is a positive experience.

Procedures for Enrolment:

1. Provide the family with a copy of the Parent Information Book, Booking and Fee Policy, Fees Sheet and an Enrolment Form
2. Ascertain if the family requires any of the information to be translated.
3. Discuss the Parent Handbook with reference OSHC major policies.
4. Ensure families know where they can access the OSHC policies
5. Discuss the Enrolment Form and their responsibility to update the form annually or as relevant information changes.
6. Allow the parent to identify any areas of concern, or that require clarification.
7. Allow parents to complete the enrolment form and sign appropriate consents.

Procedures for Orientation:
The orientation procedure will depend on the needs of each family. It is preferable that children are shown around the OSHC area before commencing to become familiar with the layout of the service.

Orientation for the Child:
1. Ensure children know where the OSHC room and Hall are
2. Show each child the toilet and kitchen areas
3. Buddy them up with a child in OSHC who is already familiar with the routine
4. The class teacher will ensure the child is taken to OSHC if it is their first visit to OSHC.
5. Explain the “OSHC Rules”, daily routines and expectations
6. Ensure the child is aware of emergency procedures.
7. Follow up regularly to ensure the child is settling into OSHC.

Orientation for the parents:
1. Introduction to OSHC Director School Office staff and the caring OSHC staff team.
2. A staff member from OSHC to show them the program, routine, menus for the week, communication boards and displays.
3. Explain the program and show where they’re able to write comments/suggestions
4. Discuss information about the child and family.
5. Invite parents to be involved in OSHC activities.
6. OSHC to explain billing method and payment options.
7. Ensure parents are welcome to be able to drop into the service at any time.
8. Invite parents to join the OSHC Committee.

Access to the Service:

Nondiscriminatory principles will be observed in relation to access to the service for children, parents and staff.

Access and enrolments will be subject to the Commonwealth Government Priority of Access Guidelines.
Priority 1 – a child a risk of serious abuse or neglect
Priority 2 – a child whose parent(s) satisfies the work/training/study test of the Family Assistance Act Section 14.
Priority 3- any other child

Access for a child that requires specifically qualified educators or specific physical environment requirements will need to be negotiated through the Principal.

Access to the service will be denied if the child has an infectious disease. Please refer to the OSHC St Joseph’s First Aid, Health and Severe Allergy Policy.

Access to the service may be denied where the child puts other children at risk through inappropriate / dangerous behaviour. Exclusion will only occur after the Director, in conjunction with the Principal/Deputy, has worked through a process of communication and support with the child and family.

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