



## Enrolment & Orientation Policy

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### **Purpose of this Policy**

Ensuring the foundation is formed for respectful and supportive relationships with families.

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### **School Support Services Procedures for Enrolment and Orientation:**

- Families are required to complete an enrolment form in full for each child **before** attending the OSHC program. Enrolment forms and service handbook can be found on the website at [www.schoolsupportservices.com.au](http://www.schoolsupportservices.com.au) at the school office or at the OSHC service during hours of operation.
- All families will be required to provide an action plan for children diagnosed with anaphylaxis, allergies and/or asthma. These are required **before** a child commences care.
- Where necessary families will be required to provide any documentation for custodial restrictions.
- Along with the Service Coordinator, families are required to complete a risk minimisation plan and a communication plan for children diagnosed with anaphylaxis, an allergy and/or asthma.
- We strongly recommend where possible, a visit to the service before their child first commences OSHC to promote a positive transition for the children and their families.
- Enrolment forms can be returned via email to [bookings@schoolsupportservices.com.au](mailto:bookings@schoolsupportservices.com.au) or alternatively can be delivered directly to the OSHC service **before** their child attends.
- Families are required to update enrolment records each calendar year.
- Families are required to update information in writing when information regarding their child changes. Changes should be emailed to [bookings@schoolsupportservices.com.au](mailto:bookings@schoolsupportservices.com.au)
- School Support Services will store records and information appropriately to ensure confidentiality.

### **School Support Services Aim:**

- To communicate with families in a positive and supportive manner to develop a strong partnership with the service
- To make families aware of the School Support Services Policies which can be found on the website, [www.schoolsupportservices.com.au](http://www.schoolsupportservices.com.au) they are also available to view onsite at each service in the Policy Manual Folder
- To assist children to positively transition into OSHC by familiarising them with the new environment and introducing them to the other children accessing the service
- To make information available to families about community services and resources to support parenting and family wellbeing
- To collaborate with other organisations and other service providers to enhance children's learning, wellbeing and transition into OSHC
- To encourage families to visit the service before their child commences care. This will give them the opportunity to meet the educators and are able to ask any additional questions they may have. This will also allow the child to become familiar with the new environment before staying for a full session.

### **Definitions:**

**Custodial Restrictions** – For example if a court order is in place, this must be provided to the service

**OSHC** – Outside School Hours Care

**Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures.**