



Orientation & Enrolment Policy

1. INTRODUCTION

Life Skills & Adventures camp programs ensure that a thorough and comprehensive orientation and enrolment process is provided to all new and existing children and their families. The enrolment and orientation policy ensures a safe, welcoming and engaging environment is provided from the outset. By facilitating the initial and ongoing gathering of information, the service is able to be responsive to individual needs while supporting the child in their new environment. The Orientation and Enrolment Policy ensures services meet their obligations under the Education and Care National Regulations (2011) as well as the broader National Quality Framework.

2. POLICY

In order to achieve a comprehensive orientation and enrolment process, the company Director(s) and/or the Nominated Supervisor will ensure;

- A full and completed enrolment form is obtained for each child attending the camp.
- An enrolment place is not confirmed until a service agreement is signed by both parties.
- Implement the Australian Government's Priority of Access Guidelines where applicable at all times
- Families are requested to pay fees in advance via direct debiting except in cases of NDIS funding.

Family Responsibilities

- It is the parent/guardian's responsibility to;
- Ensure all information relating to the child is current and provide updated information when requested by the camp service or whenever details provided on the enrolment form are no longer current
- Inform LSA in writing of the cancellation of care or of any requests to change adhering to the applicable notice period
- Read and understand the relevant service Family Handbook prior to attending the service for the first time

Orientation

It is the Nominated Camp Leader's responsibility to ensure an effective orientation occurs for all new children. Re-enrolling children may require an orientation where appropriate from year to year. Orientation at a LIFE SKILLS & ADVENTURES camp program must ensure the following;

- The orientation takes into account the child's age, cultural background, interests, skills and abilities
- It is conducted in accordance with the practice principles in the relevant learning framework,
- Actively supports the family and child's introduction to the service, their sense of belonging, community and positively facilitate the beginnings of new relationships
- Respond to and respect the individual needs and rights of the family and child and collaborates with the family to support their orientation and camp experience
- Reflect the overall camp service philosophy and LIFE SKILLS & ADVENTURES values
- Orientation is conducted on an individual basis or in groups depending on the requirement of the orientation.

3. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

4. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

5. SUPPORTING DOCUMENTS

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [National Priority of Access Guidelines](#)
7. [United Nations Convention on the Rights of the Child](#)
8. [Early Childhood Australia Code of Ethics](#)
9. [National Quality Standard Guide 5: Relationships with Children](#)
10. [National Quality Standard Guide 6: Partnerships with Families](#)
11. [LIFE SKILLS & ADVENTURES Policies-](#)
 - Payment of Fees Policy
 - Medical Conditions Policy