



Early Learning Centre Orientation Policy

1. Purpose:

- 1.1. This policy outlines the Orientation process and requirements at Alphington Grammar School Early Learning Centre (ELC).
- 1.2. This policy operates in conjunction with the Alphington Grammar School Enrolment Policy and the Alphington Grammar School Business Regulations.

2. Scope:

- 2.1. This policy applies to all parents/parent liaisons who wish to enrol or have enrolled their child/children at the Alphington Grammar School Early Learning Centre.

3. Responsibilities:

- 3.1. The Coordinator of the ELC is responsible for:
 - complying with Alphington Grammar School Privacy Policy in relation to the collection and management of all enrolment information;
 - reviewing the completed enrolment forms before the child begins the ELC program; and
 - ensuring parents/guardians understand the National Enrolment Regulation procedures.
- 3.2. Parents/Guardians are responsible for:
 - completing enrolment forms prior to their child's attendance at the ELC;
 - providing a copy of the child's Immunisation History Statement from the Australian Childhood Immunisation Register;
 - ensuring that all required information is provided to Alphington Grammar School;
 - disclosing any additional support that their child may require to fully participate in the ELC program;
 - keeping the ELC informed in writing of your child's medical needs, including any significant illness or disability suffered or developed, and to immediately notify the ELC of any infectious or contagious disease contracted while attending the ELC; and
 - where applicable, provide the College with a current anaphylaxis and/or asthma management plan.
- 3.3. The School Enrolments team is responsible for:
 - securing the completed documentation in a lockable file and/or secure online system;
 - complying with the Privacy Policy of the ELC and the School
- 3.4. The Principal and Registrar are responsible for the Enrolment Process.
- 3.5. The School Board and Senior Management Team are responsible for approving the criteria for admission, and the terms and conditions outlined in the AGS – Terms and Condition of Enrolment.

4. Orientation:

- 4.1. Prior to your child commencing their first day in the ELC, Alphington Grammar School must have all required documentation for the child. The child will not be allowed to commence their ELC program without this being completed. This documentation includes an additional Immunisation History Statement that must be provided upon request within two months of the child's commencement in the ELC.
- 4.2. Orientation is an important process in helping each individual child settle into Alphington Grammar School ELC learning environment.
- 4.3. Children have two short sessions: 08:30am – 11:00am. If your child has settled, the ELC Coordinator will speak individually to families to confirm lunch-time sessions.
- 4.4. Once confirmed by the ELC Coordinator, children will then have two lunch time introductions 08:30am – 1:00pm.
- 4.5. If your child has settled into the ELC learning environment, families will meet with teachers to discuss full day attendance. Our orientation is a gently process which introduces the children to the daily routine, creating a positive start to their learning journey.
- 4.6. Teachers will encourage parents to say goodbye when dropping off – and reassured that if the child remains distressed over a period of time, that teachers will contact them. Parents will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the Nominated Supervisor at a convenient time.
- 4.7. Parents are advised that their child must be collected promptly by 3pm (the end of the session each day). No supervision is provided to children outside of program hours. For any families requiring extended care, please refer to Camp Australia.

5. Compliance Requirements:

- 5.1. Education and Care Services National Law Act 2010 (Vic) Education and Care Services National Regulations 2018 Early Years Learning Framework for Australia.
- 5.2. Equal Opportunity Act 2010 (Vic).
- 5.3. Australian Human Rights Commission Act 1986 (Cth) Disability Discrimination Act 1992 (Cth).
- 5.4. Sex Discrimination Act 1984 (Cth).
- 5.5. Quality Area 7 – Governance and Leadership.

6. Associated Policies and Documents:

- 6.1. Alphington Grammar School Enrolment Policy
- 6.2. Alphington Grammar School Terms & Conditions of Enrolment
- 6.3. ELC Toileting Policy
- 6.4. ELC Inclusion and Equity Policy
- 6.5. ELC Delivery and Collection of Children Policy
- 6.6. ELC Participation of Volunteers and Students Policy