Early Learning Centre
Enrolment and Orientation Procedure

National Quality Standard Related Standards/ Regulations

Regulation 168 Education and care services must have policies and procedures

Aim

For prospective and incoming parents, children and families to have a clear understanding about the processes in place regarding enrolment and orientation into the Canberra Girls Grammar School Early Learning Centre.

Explanation

Enrolment and orientation processes are planned and implemented in consultation with families, in order to effectively orient a child and family to the ELC.

Practice

Enrolment

Enrolments into the Early Learning Centre are facilitated by the Canberra Girls Grammar School Admissions Office. All enquiries relating to enrolment should be directed to the Admissions Office.

Parents and carers are welcome to complete and Enrolment Application for their son or daughter at any time from birth, and applications for a given year will continue to be considered until classes reach capacity. A non-refundable fee of $150 is paid on submission of this Enrolment Application.

Canberra Girls Grammar School is a non-selective school.

The formal enrolment process occurs in the year prior to the child commencing. Entry into Reception requires that a child is 3 when commencing at the ELC, preferably prior to the commencement of the school year (end of January). Consideration will be given to children who turn 3 prior to 30 April in their Reception year; however, they are not able to commence in Reception until after their 3rd birthday and fees are payable to secure a place from the commencement of the school year. Entry into Pre-Prep requires that a child turns 4 prior to the 30 April in their Pre-Prep year.

Parents are required to advise of their preferred attendance for their child; 2 days or 5 days in Reception, 3 days or 5 days in Pre-Prep. Based on the date the initial Enrolment Application was received, the preferred attendance and the places available in each class, a Conditional Letter of Offer will be provided. This gives a family assurance of a place for their child in their designated year level, subject to an interview later in the year.

Enrolment Interviews are conducted in Term 3. These are informal interviews; there is no testing or pre-requisite skills or knowledge. The Enrolment Interviews are conducted by the Director of Junior School (ELC) and are an opportunity for families to receive information about the ELC program, ask questions and for the Director to seek background information about the child, in order to promote a smooth and positive transition. The child is required to attend the Enrolment Interview with his/her parent/s or guardian.
Following the interview, a formal Letter of Offer is usually provided to the family, confirming a place for their child the following year.

In a small number of cases, either the parents or the Director may have concerns over the child’s readiness to transition effectively into the ELC. In these cases, a Letter of Offer will not be provided and a follow up interview may be requested by either party. The Director and parents will discuss a plan of action in the best interests of the child, which may involve delaying entry to the following year, or seeking further information and support to assist the child’s transition.

As part of the Enrolment process, families will be asked to provide:

- A completed enrolment form including authorisations;
- Current Immunisation records;
- Birth Certificate, Passport or other identification;
- Current contact information for parents and emergency contacts;
- Information on children’s additional needs (including medical conditions, health and developmental concerns).

To cease an enrolment at CGGS, two (2) fulls school terms’ notice must be given, in writing, to the Admissions Department. If this period of notice is not given, one half of a term’s fees is payable in lieu.

**Orientation**

Canberra Girls Grammar School holds regular “School Tours”. Prospective families are encouraged to attend these in order to gain a thorough understanding of the School, the ELC and the educational program. The Director of Junior School (ELC) is available at all School Tours to speak with families and answer any questions they may have.

The ELC welcome visits from prospective families and children at other, mutually convenient, times. The Director of Junior School (ELC) or ELC Clerical Assistant will provide the visiting family with a tour of the ELC and information about:

- The ELC philosophy and curriculum
- approaches to documentation, curriculum and planning
- viewing examples of programs, provocations and learning experiences set up across the indoor and outdoor learning environments
- introductions to educators
- a tour of the physical environment
- outlining communication methods used within the ELC
- discussing parental and family engagement with and involvement in the preschool program.

To further inform our families of our practices, procedures and policies, they are encouraged to access “Agora” (an internal web based platform) and view this information under the “Early Learning Centre” section of the “Documents and Policies” tab. Access to this platform is granted once a formal Letter of Offer has been accepted.

Hard copies of our policies and procedures are also available in the ELC Piazza for viewing by all families. Information about the ELC philosophy and other general information is provided on the School website.

In November of the year prior to commencement, incoming children and families are invited to an Orientation Session on a Saturday morning. This is an informal event, at which Reception students and their families attend for 1 hour, followed by Pre-Prep students and families. The purpose of this event is to assist children to explore the environment and to build their level of comfort and excitement. ELC staff attend this event and are able to answer questions from incoming families.
The first Monday of the new school year is "Welcome Day" across Canberra Girls Grammar School. In the Junior School and Early Learning Centre, parents are encouraged to make an appointment for an "Insights" session with their child’s Class Teacher. In this session, parents are asked to share information about their child with the Class Teacher, in order to promote a smooth and positive transition. The Class Teacher is also available to answer any questions that parents/families may have about the start of school.

In the first week of a new school year, Reception students undertake a "transition program". This involves them attending for a 2 hour session, followed by half days during their first week. This allows the students to ease into the Reception program, and for educators to take time to get to know each child as an individual.

Pre-Prep students do not experience a formal transition program; however, parents are made aware that, should they wish to undertake a transition program for their child, ELC staff are most accommodating. This can involve shorter days in the first few weeks, or attending fewer days, as the child settles in. Parents are asked to discuss this with their child’s Class Teacher.

A welcome event is held during Term 1. This is an informal, community event, aimed at providing an opportunity for families, children and educators to mingle and get to know one another.

Parent Teacher Interviews are held toward the end of Term 1. All parents are encouraged to make a time to speak with their child’s Class Teacher, in order to share information about how the child has settled in, progress they have made, and areas that will be focussed on in coming terms.