



Enrolment and Orientation Policy

Cobbler Creek OSHC and Vacation Care provides high quality care for children from Kindergarten to Year 7. We provide a safe and nurturing environment where children engage in meaningful play and leisure. Children engage in a variety of age-appropriate experiences that supports their wellbeing, learning and development through a curriculum based on the *Early Years Learning Framework* and *My Time, Our Place Framework*.

Families can contact the service via email, telephone or in person for enquires about enrolment where the Director or Assistant Director are able to provide information needed. An enrolment pack is provided to families which contains the following information sheets:

- Cobbler Creek OSHC and Vacation Care brochure
- Cobbler Creek OSHC business card
- Enrolment Form
- Booking Form
- Parent Checklist
- Fee Structure
- Vacation Care Policy, which states reception and kindergarten children must have attended twice during the school term to be able to attend OSHC during vacation care.
- Important Information for Kindergarten Families, which states that kindergarten children are unable to attend excursions during vacation care due to safety reasons.

Director or Assistant Director will process the enrolment for new families when forms are complete. Families are informed about the website and Facebook page where they can keep up to date with OSHC news and read through the polices.

Families are encouraged to have a tour and an orientation visit to see how the OSHC operates and allow their child/ren to experience some of the activities we offer.

During the first term, an Educator is placed solely with the new Kindergarten and Reception children to show the them around OSHC and help them settle into their new environment. The Director/Assistant Director will explain how OSHC operates to new children who are older and then they are paired with a buddy who will give them a tour around all the areas at OSHC.

National Regulations	
Regulation 156	Relationships in groups
National Quality Framework	
Quality Area 5	Relationships with children
Quality Area 6	Collaborative partnerships with families and communities

*Effective from March 2021
Review Date: March 2024*