



# Sunny Faces Early Learning Centre

## Enrolment

Upon enrolment at the centre we encourage parents to spend time with their child at the centre prior to the first day. This time allows the parents and child to become more familiar with the centre staff and environment which allows for a smoother transition on the first day.

Upon enrolment each family will:

- ✓ Be required to complete an enrolment form
- ✓ Be advised of hours and days of operation
- ✓ Be advised of their child's start date
- ✓ Be advised of their daily/ weekly fee
- ✓ Receive a parent information pack which includes the Parent Handbook, Room Information and Centre Philosophy and Aims
- ✓ Be given a thorough orientation to the centre

All enrolment information is required to be completed prior to a child's first day of attendance at the centre.

Source:

- ★ Education and Care Services National Regulations

