Partnership with families  
19th October to 23rd October 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* ensuring our Service Philosophy guides all aspects of our service and teaching practices, and accurately reflects our values and goals. You may have seen our Philosophy displayed at our Service. We regularly review our Philosophy and always welcome suggestions and feedback from families. If you’d like to know more please feel free to talk to the Nominated Supervisor
* reviewing our Enrolment Policy and Unenrolled Children Policy. Summaries follow:

**Enrolment Policy**

Where there are limited vacancies, we may prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Within these categories children we may also prioritise children in:

* Aboriginal and Torres Strait Islander families
* families with a disabled person
* families on low incomes
* families from a non-English speaking background
* socially isolated families
* single parent families.

Before enrolment families are shown around the service, given a copy of the Parent Handbook, involved in discussions about their child’s needs, availability of days/times and service information, advised what they need to provide to complete enrolment and invited to bring their child to visit.

**Unenrolled Children Policy**

Unenrolled children (eg siblings of children at the service) are the responsibility of the adult that brought them to the service and must be supervised at all times.

There are copies of the policies near the sign in/out sheet. Please take a moment to read them.

We value any feedback you may have.

Nominated Supervisor