

ORIENTATION POLICY

Date of approval: August 1998

Last reviewed: August 2004

To be reviewed as required

POLICY STATEMENTS:

The purpose of the Orientation program is to introduce parents / guardians and children to the kindergarten and prepare them for their on going participation in the educational program.

PROCEDURES

A letter is sent to each family stating the days and times of attendance for orientation.

The Director will determine the groupings of children for orientation days.

The Director will determine the intake procedure at the beginning of each year.

RELATED POLICIES

Fees Policy

Children's Services Regulations 1988

RESPONSIBILITY

Director

Enrolment Officer