

Enrolment and Orientation Policy OSHC - VIC

Quick reference: child safety | paramount consideration | reporting obligations | inclusion | equity | diversity | accessibility | child wellbeing | child safe standards | complaints | code of conduct | privacy | record keeping | supporting children | child safe governance |

PURPOSE AND BACKGROUND

- (1) To set out:
- the process for ensuring each child's enrolment and orientation is completed as per our legal requirements.
 - how to establish an inclusive, consistent and responsive enrolment and orientation process that meets the needs of each child and family as they transition to our service
 - how to ensure that families and children feel safe, secure and confident in the level of care and education that we provide.
- (2) This policy is a requirement under the *Education and Care Services National Regulations*. The approved provider must ensure that policies and procedures are in place for enrolment and orientation (*National Regulations* reg 168).
- (3) This policy also helps us to comply with national and state specific legislation and frameworks including *Family Assistance Law*, *Public Health Acts*, *The Child Safe Standards* and *The National Quality Standard*.

SCOPE

- (4) This policy applies to:
- 'Staff': the approved provider, persons with management or control, nominated supervisor, paid workers, volunteers, work placement students, and third parties who carry out related work at our service (e.g., contractors, subcontractors, self-employed persons, employees of a labour hire company)
 - Children in our care, their parents, families and care providers
 - Visitors to our service who carry out related work, including allied health support workers.

- (5) This policy applies to all physical, digital and online environments of our service (including off-site and outside of operating hours)

DEFINITIONS

- (6) The following definitions apply to this policy and related procedures:
- 'Authorised nominee': a person who has been given permission by a parent or family member of the child to collect the child from the education and care service
 - 'Parents': includes guardians and persons who have parental responsibilities for the child under a decision or order of court
 - 'Families':
 - a parent, grandparent, brother, sister, uncle, aunt, or cousin of the child, whether of the whole blood or half-blood and whether that relationship arises by marriage (including a de facto relationship) or by adoption or otherwise
 - a relative of the child according to Aboriginal or Torres Strait Islander tradition
 - a person with whom the child resides in a family-like relationship
 - a person who is recognised in the child's community as having a familial role in respect of the child.
 - 'Guardian': A person who is either a parent or guardian of the child or a person who has parental responsibility for the child under a decision or order of a court
 - 'Staff', unless otherwise indicated, refers to approved provider, persons with management or control, nominated supervisor, paid employees, volunteers, students, and third parties who are covered in the scope of this policy

POLICY STATEMENT

- (7) The safety, rights and best interests of all children is our paramount consideration in all decisions and actions taken when providing care and education for children (the paramount consideration) (*National Law s 2A*). The rights and best interests of each child must prevail over all our other interests or obligations.
- (8) We are committed to meeting our regulatory requirements in relation to enrolment and orientation of children in our service and taking all reasonable steps to protect children's safety, health and wellbeing while they are being educated and cared for.
- (9) Our physical and online environments must promote inclusion, access and safety while minimising the opportunity for children to be harmed (Child Safe Standards/Principles)
- (10) Our service provides school care / vacation care for school-age children in accordance with our service approval
- (11) Enrolments will be accepted providing:
- The maximum daily attendance does not exceed the approved number of places of the service.
 - Child-educator ratios are maintained across the service.
 - A vacancy is available

Inducements

- (12) An inducement is an incentive offered by a provider or a third party to secure a child's enrolment.
- (13) Under *Family Assistance Law*, early childhood education and care providers may **not** offer certain types of inducements.
- (14) Inducements that are financial or not directly associated with the quality or provision of education or care services are not allowed, some examples of this include:
- cash, vouchers, gift cards
 - iPads, tablets or other electronic devices
 - other gifts.
- (15) Inducements also include offering incentives to families already enrolled if it is likely to induce another family to commence, maintain or increase care with the provider.

Access and inclusion

- (16) Where demand for places exceeds availability, the service will allocate places fairly and consistently in accordance with applicable legislative and funding requirements and the service's published enrolment criteria.
- (17) The service may apply documented local criteria, such as an existing connection with the service or school, siblings attending the service, the family's required pattern of care, or circumstances involving vulnerability or risk. These criteria will be communicated to families and applied consistently and in accordance with anti-discrimination legislation.
- (18) The service will consult with children and families and make reasonable adjustments to support children with a disability to access and participate in the OSHC program on the same basis as children without a disability.
- (19) Where eligible, the service may seek support through the Australian Government Inclusion Support Program, including assistance from the Victorian Inclusion Agency or the Inclusion Development Fund.
- (20) Access to external funding or inclusion support will not be used as a condition of a child's enrolment or participation.

See Access and Inclusion Policy

Prior to enrolment:

- (21) When a family has indicated their interest in enrolling their child in our service, the following will occur:
 - Families will be offered a tour of our service and an explanation of the program and routines will be provided
 - Families are given a copy of the Parent Handbook to read and are invited to ask questions
 - Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Any matters that are sensitive in nature, such as discussing a child's medical needs, court orders, parenting plans or parenting orders, will be discussed privately with the nominated supervisor at this time. We request that parents begin to fill out enrolment forms at that time and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as an additional language, or speak another language at home, we request that families provide us with some key words in the languages the

child speaks at this time so that educators can learn the words prior to the child starting.

Enrolment documents

- (22) Before the child begins their first orientation day with us, our service must have all required documentation for the child. The child will not be accepted into our service without this being completed. This information includes (*National Regulations* regs 160-162):
- Full name, date of birth, address, gender and home language of the child
 - The name, address and contact details of:
 - each known parent of the child
 - any person who is to be notified of an emergency involving the child if a parent cannot be immediately contacted
 - any authorised nominee
 - any person authorised to consent to medical treatment of, or authorise administration of medication to, the child
 - any person authorised to authorise an educator to take the child outside the service premises
 - any person authorised to authorise the service to transport the child or arrange transportation of the child
 - Details of any court orders, parenting orders or parenting plans provided to the service
 - Dietary requirements
 - The cultural background of the child and, where applicable, their parents
 - Any special considerations for the child, including additional needs, required to support the child's care and wellbeing
 - Authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek:
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service
 - transportation of the child by an ambulance service
 - Any required authorisations for regular outings and regular transportation

- Name, address and telephone number of the child's registered medical practitioner or medical clinic
 - Child's Medicare number if available
 - Details of specific healthcare needs and any allergies, including if the child is at risk of anaphylaxis, medical management plan, anaphylaxis medical management plan and risk minimisation plan
 - The immunisation status of the child
 - A notation that a staff member or the approved provider has sighted the child's health record, where applicable.
- (23) The service may also collect other information required to administer the child's enrolment, fees and Child Care Subsidy arrangements under Family Assistance Law, including:
- the enrolling parent or guardian's name, date of birth and Customer Reference Number (CRN)
 - the child's CRN
 - payment details and any required direct debit authorisation
 - other information reasonably required to establish or administer the child's care arrangement.

See Acceptance and Refusal of Authorisations Policy, Immunisation Policy, Fees Policy, Record Keeping and Retention Policy, and Medical Conditions Policy

- (24) All personal and health information collected in the administration of this policy will be managed in accordance with our *Record Keeping and Retention Policy* and *Privacy and Confidentiality Policy* and applicable privacy laws.
- (25) Once the enrolment process has been completed, families will be notified that their child is fully enrolled and can commence at the service. The service may request additional supporting documentation, such as a birth certificate, visa or concession card.

Medical and health information

- (26) Families must inform the service if their child has a medical condition, allergy, health care need or additional support need. Where required, families must provide a medical management plan/anaphylaxis medical management plan (*National Regulations* reg 90(1)(c)(i)) and based on guidance from the Regulatory Authority, this should be signed by a registered medical practitioner. The service will work with families to develop any required risk minimisation and communications plans before the child starts attending.

See Medical Conditions Policy

Child Care Subsidy and Additional Child Care Subsidy

- (27) The Australian Government provides childcare fee assistance for eligible families through the Child Care Subsidy (CCS) and Additional Child Care Subsidy. The administration of CCS and ACCS is governed by Family Assistance Law, which sets out requirements for both services and families when children are enrolled in care.
- (28) To comply with Family Assistance Law, one of the following arrangements must be completed when a child is enrolled:
- A Complying Written Arrangement (CWA), where the family wishes to claim CCS or ACCS. This sets out the agreed care arrangements and fees
 - A Relevant Arrangement, where the family has advised that they will not be claiming CCS or ACCS
 - An arrangement with a third-party organisation, where another organisation (such as an employer) will pay the childcare fees on behalf of the child
- (29) We recommend that families apply for CCS before enrolling their child at our service.
- (30) Families wishing to claim CCS must provide the service with their CCS details, including the Customer Reference Numbers (CRNs) for both the enrolling guardian and the child. If CCS details have not been provided, or CCS eligibility has not yet been confirmed when the child starts attending, the enrolling guardian will be responsible for paying full fees until the claim is finalised and the required details are provided. If the CCS claim is later approved, any backdated CCS payments will be paid directly to the service by Services Australia.

See Fees Policy

Orientation and safe arrival

- (31) Once enrolment documents are complete, families will be contacted with a commencement date and then a child can commence at our service, starting with a period of orientation if required
- (32) If an orientation session is required, educators will discuss how best to tailor the child's settling in period – with some parents choosing, for example, to stay for a period of time and/or gradually build up to a full session
- (33) Parents are welcome to call the service and check on their child during this settling in period and will be kept informed about how their child is settling in through discussions on

collection. Parents are welcome to discuss any aspects with the nominated supervisor at a convenient time.

- (34) Where a child travels between school and the service, the agreed travel and safe arrival arrangements must be documented before the child commences.
- (35) Families will be informed about the agreed collection or meeting point, who is responsible for the child during each stage of travel, when responsibility transfers to or from the service, and the procedure followed if the child does not arrive as expected.
- (36) Families must notify the service promptly if the child is absent from school, will not attend a booked OSHC session, or if their usual arrangements change.

See Safe Arrival of Children Policy, Delivery and Collection of Children Policy and Transport Policy

Changes to enrolment arrangements

- (37) Families must provide at least two weeks written notice if they wish to reduce their child's days of attendance or withdraw their child from the service. If less notice is provided, families may still be charged for the full notice period, regardless of attendance.

Other information about our service's enrolment includes

- (38) We will try and accommodate families so that children from the same family can attend our service.
- (39) Enrolment may only be terminated as a last resort where, after consultation with the child and family and after reasonable adjustments, appropriate support strategies and alternative arrangements have been considered and implemented where practicable, the approved provider determines that a serious risk to safety, health or wellbeing cannot reasonably be managed. Any decision must be procedurally fair, comply with applicable disability and anti-discrimination legislation, and give paramount consideration to the safety, rights and best interests of all affected children.

PRINCIPLES

- (40) Our paramount concern is the best interests, rights, safety, welfare and wellbeing of children. We are committed to implementing the Child Safe Standards and the National Quality Framework across all levels of our service.
- (41) Our policies and procedures are based on the latest guidelines and recommendations from health authorities, and we comply with the relevant laws, regulations and standards

- (42) We communicate with staff, families, children and government authorities to manage and mitigate risks, ensuring that everyone is informed and contributing to a safe environment
- (43) We regularly review and update our policies and procedures to make sure they still reflect current best practices and address emerging health risks

POLICY COMMUNICATION, TRAINING AND MONITORING

- (44) The approved provider must take reasonable steps to ensure that nominated supervisors, staff members and volunteers follow and can readily access this policy and related procedures (*National Regulations* regs 170, 171)
- (45) This policy and related documents can be found in our front office and on our website.
- (46) The approved provider and nominated supervisor will ensure that relevant staff, volunteers and students are formally inducted and trained to implement this policy and related procedures, and to understand their roles and responsibilities under them
- (47) The nominated supervisor and staff leaders will ensure this policy and its related procedures are regularly reinforced through staff meetings, staff professional development programs, written material and workplace displays
- (48) The approved provider and nominated supervisor will regularly monitor and audit staff and address non-compliance. Breaches of this policy are taken seriously and may result in disciplinary action against a staff member
- (49) At enrolment, the nominated supervisor will ensure that families are given access to this policy and related document. We will also regularly share relevant information about this policy through our usual communication channels
- (50) Families are notified in line with our obligations (*National Regulations* reg 172) when changes are made to our policies and procedures

LEGISLATION OVERVIEW

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Law	Description
2A	Paramount consideration – safety, rights and best interests of children

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
175	Offence relating to requirement to keep enrolment and other documents
175A-J	Devices in education and care services (Part 6A)
Regulations	
73	Educational program
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
102	Authorisation for excursions
102AA – 102AAC	Safe arrival of children
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181, 183 - 184	Confidentiality and storage of records

Other applicable laws and regulations

Name	Description
<i>Privacy Act 1988</i>	Principal act governing the handling of personal information
<i>Disability Discrimination Act 1992 (Cth); Disability Act 2006 (Vic); Equal Opportunity Act 2010 (Vic); Disability Standards for Education 2005 (Cth)</i>	Commonwealth and Victorian legislation prohibiting unlawful discrimination on the basis of disability and supporting equal access and participation
<i>Public Health and Wellbeing Act 2008 (Vic)</i>	Legislation in Victoria which governs the immunisation requirements for children enrolling in an early childhood education and care setting

*Child Wellbeing and Safety Act 2005
(Vic)*

Legislation establishing the Victorian Child Safe Standards

National Quality Standard

Standard / Element	Concept	Description
1.3.3	Information for families	Families are informed about the program and their child's progress
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	Safety	Each child is protected
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.

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Outcome	Key component
1: CHILDREN HAVE A STRONG SENSE OF IDENTITY	- Children and young people feel safe, secure and supported - Children and young people develop their emerging autonomy, inter-dependence, resilience and agency
2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD	Children and young people develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens

3: CHILDREN HAVE A STRONG SENSE OF WELLBEING	- Children and young people become strong in their social, emotional and mental wellbeing - Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS	- Children and young people transfer and adapt what they have learned from one context to another - Children and young people resource their own learning through connecting with people, place, technologies and natural and processed materials
5: CHILDREN ARE EFFECTIVE COMMUNICATORS	Children and young people interact verbally and non-verbally with others for a range of purposes

National Principles for Child Safe Organisations

Most relevant principles

Child safety and wellbeing is embedded in organisational leadership, governance and culture

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously

Families and communities are informed and involved in promoting child safety and wellbeing

Equity is upheld and diverse needs respected in policy and practice

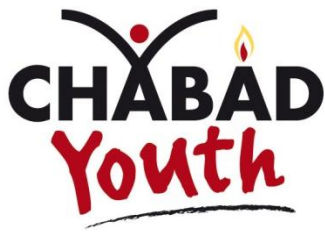
Policies and procedures document how the organisation is safe for children and young people

RELATED DOCUMENTS

Key Policies	Child Safe Environment Policy Delivery and Collection of Children Policy Medical Conditions Policy Fees Policy Education Curriculum and Learning Policy Families and Visitors Code of Conduct Immunisation Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Access and Inclusion Policy Safe Arrival of Children Policy Transport Policy
Procedures	Procedures attached to Medical Conditions Policy and associated schedules.
Resources	ACECQA Enrolment and Orientation Policy Guidelines

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard |



POLICY INFORMATION

Approval

Dina Kahn

Review

Reviewed annually and when there are changes that may affect this policy or related procedures. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required

Reviewed: 10 Sept 2026

Date for next review: 10th September 2027

APPENDIX A

ROLES AND RESPONSIBILITIES- Enrolment and Orientation

Approved provider responsibilities (not limited to)

Ensure our service meets its obligations under the Education and Care Services National Law and Regulations, including to:

- Ensure an enrolment record is kept for each child that contains all information, authorisations and health information required under the National Regulations
- Ensure enrolment records are stored securely, kept confidential and retained in accordance with legislative requirements
- Ensure the service has appropriate systems for obtaining, recording and updating enrolment information and authorisations
- Ensure children are not enrolled or refused enrolment in a way that unlawfully discriminates against the child or their family
- Ensure children with additional needs, disability, medical conditions, cultural or religious requirements or other special considerations are supported to access and participate in the service
- Ensure the child's immunisation status is recorded in the enrolment record as required by the National Regulations
- Ensure Family Assistance Law requirements relating to enrolment and Child Care Subsidy are met, where applicable
- Ensure parents of a child with a specific health care need, allergy or other relevant medical condition are provided with a copy of the Medical Conditions Policy
- Ensure required medical management plans, risk minimisation plans and communication plans are in place where applicable before the child commences care
- Ensure current school, travel and arrival/departure information is kept and processes are followed

Ensure that our service's governance, management, operations, policies, systems, practices and procedures for enrolment and orientation are appropriate in practice, up-to-date, best practice, inclusive and comply with all relevant legislation, standards and guidelines

Ensure this Enrolment and Orientation Policy and related procedures are in place and available for inspection

Implement this Enrolment and Orientation Policy and related procedures

Take reasonable steps to ensure this Enrolment and Orientation Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of relevant staff, including volunteers and students)

Ensure families are provided with relevant information about the service, including information required to make informed decisions about enrolment, attendance and participation

Ensure enrolment and orientation practices recognise and respond to each child's individual needs, circumstances, culture, language, abilities and family context

Regularly review this Enrolment and Orientation Policy and related procedures in consultation with children, families, communities and staff

Notify families at least 14 days before changing this Enrolment and Orientation Policy if the changes will affect the fees charged or the way they are collected; significantly impact the service's education and care of children; or significantly impact the family's ability to utilise the service, unless the applicable exception under the National Regulations applies

Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)

Support the approved provider to ensure the service meets its obligations under the Education and Care Services National Law and Regulations in relation to enrolment and orientation

Implement this Enrolment and Orientation Policy and related procedures

Ensure required enrolment information, documentation and authorisations are obtained and recorded before a child commences care, where required

Ensure enrolment information is reviewed and updated when the service is advised of changes, including changes to contact details, authorised nominees, court orders, parenting orders or parenting plans, medical conditions, health care needs and other relevant circumstances

Ensure relevant educators and staff have access to the information they need to safely educate and care for each child while maintaining privacy and confidentiality

Ensure medical management plans, risk minimisation plans and communication plans are developed and implemented where required and that relevant staff understand their responsibilities under these plans

Ensure current school, travel and arrival/departure information is kept and processes are followed

Ensure families are provided with the Medical Conditions Policy where required

Support families through the enrolment and orientation process and provide opportunities for them to share information about their child's routines, interests, strengths, culture, language, health, development, additional needs and other matters relevant to their education, care and wellbeing

Ensure relevant information about the service, its policies, procedures, routines, program and communication processes is made available to families during enrolment and orientation

Contribute to policy and procedure reviews and relevant risk assessments and plans in consultation with children, families, communities and staff. Support the approved provider to notify families of reviews and changes according to legislation and our policies and procedures

Educator / other staff responsibilities (not limited to)

Follow this Enrolment and Orientation Policy and related procedures

Implement this Enrolment and Orientation Policy and related procedures relevant to their role

Familiarise themselves with relevant information about each child before or when the child commences care, including information about the child's health, medical conditions, allergies, dietary requirements, additional needs, culture, language, routines, arrival and departure arrangements, and other information necessary to safely educate and care for the child

Understand and follow any medical management plans, risk minimisation plans, communication plans and other individual plans relevant to children in their care

Maintain the privacy and confidentiality of children's and families' enrolment information

Support children and families during orientation and transition into the service through responsive, respectful and individualised practices

Develop positive relationships with children and families and provide opportunities for families to share information that will support their child's education, care, wellbeing and participation

Inform the nominated supervisor or appropriate staff member when they become aware that enrolment information may have changed or requires updating

Contribute to policy and procedure reviews and participate in relevant training and professional development relating to enrolment, orientation, inclusion and supporting children and families

Families' responsibilities (not limited to)

Provide complete and accurate enrolment information and documentation required by the service, including required authorisations and health and immunisation information

Provide current contact details for parents, authorised nominees, emergency contacts and other authorised persons as required

Provide details and copies of relevant court orders, parenting orders or parenting plans

Provide information about their child's specific health care needs, medical conditions, allergies, dietary requirements, additional needs, arrival and departure arrangements and other special considerations

Provide required medical management plans and work with the service to develop risk minimisation and communication plans where applicable

Provide child's immunisation status

Provide information and documentation required for Child Care Subsidy and other applicable funding arrangements where relevant

Inform the service as soon as possible of changes to enrolment information, including contact details, authorised persons, court or parenting orders, medical conditions, health care needs, medications and other information relevant to the child's education, care, safety and wellbeing

Share relevant information about their child's routines, interests, strengths, culture, language, development, preferences and individual needs to support orientation and ongoing participation

Participate in the orientation process and communicate with educators about how their child is settling into the service

Notify the service of school absences, non-attendance and changed arrival/collection arrangements

Read and follow relevant service policies and procedures and raise questions or concerns with the service when clarification or additional support is required

APPENDIX B

Enrolment Checklist

NQS Element 6.1.1 – Engagement with the service

Families are supported from enrolment to participate in the service and contribute to service decisions.

Completed by (Position): _____

Name: _____ Signature: _____ Date: _____

	Yes	N/A
All parts of the Enrolment Form completed and signed		
Parents 1, 2 and 3 DOB and CRN provided where required		
Child's DOB and CRN provided		
Complying Written Arrangement template signed by parent where applicable		
Enrolment lodged with Centrelink where applicable		
Court/parenting orders, parenting plans outlining powers, duties, responsibilities in relation to the child provided		
Information about the child's family is obtained eg culture, religion, family structure (eg siblings, grandparents)		
Information about any special dietary requirements/restrictions or inclusion requirements obtained		
Information about the child's interests and strengths obtained		
Evidence of immunisation status provided		
Required authorisations and contact details completed for:		

• medical treatment from a medical practitioner, hospital or ambulance service • ambulance transportation		
• regular excursions		
• authorised nominees		
• emergency contacts		
• regular transportation		
• persons authorised to consent to medical treatment or administration of medication (could be same as authorised nominees/emergency contacts)		
Relevant health information is provided including:		
• medical practitioner or medical service		
• Medicare number		
• healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis		
• Medical Management Plan, Anaphylaxis Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy or anaphylaxis		
Parent Handbook discussed		
The Medical Conditions Policy must be provided to all parents where child has a specific health care need, medical condition, allergy or other relevant medical condition (<i>National Regulations</i> reg 91)		
Other relevant policies and procedures are provided and discussed/explained		
Bond and Administration Fee paid in full where applicable		
Credit reference check permission form signed		
Direct Debit form completed/method of payment for fees established		



Tour of service and introduction to educators		
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