

# *The* **Expression of Interest** *Kit*

How to join the Just Kids Family



**FOSTERING TOMORROW'S LEARNERS**





# JOINING THE JUST KIDS FAMILY

## *A How to Guide for Parents*

### HELLO,

Thank you for considering Just Kids Early Education House ("Just Kids") as a place for the education and care of your child. This kit guides you through the steps you need to take to secure a place for your child.

Determining the best solution for you and your child is a big decision. To help you with making that important decision, we provide interested families with a **private interview**. We call it an orientation, and it provides an opportunity for us to connect so we can best understand your needs. It is also a chance for us to show you around the centre and share "The JK Way" – the foundational philosophy of the centre. For this to occur, the first step is to let us know you are interested in Just Kids by completing our **Expression of Interest** Form.

For further information, we recommend you look at the Just Kids website [CLICK HERE >>> Just Kids Website](#) and join our Facebook page @JustKidsCairns.

If you have any questions, please feel welcome to call (07) 4051 9788 and ask for Linda Green or Hayley Williams. We're here to help make the process as easy as possible for you.

We look forward to meeting you.

Kind regards,

### HAYLEY WILLIAMS

Owner & Lead Educator  
ACECQA Nominated Supervisor

### HOW CAN I SECURE A PLACE AT JUST KIDS FOR MY CHILD?

There are five steps to go through to get a place at Just Kids. This kit shows you what to do at each step.

#### STEP 1: COMPLETE THE EXPRESSION OF INTEREST FORM

#### STEP 2: PARTICIPATE IN AN INTERVIEW-ORIENTATION & VISIT THE CENTRE

#### STEP 3: COMPLETE THE ENROLMENT FORM

#### STEP 4: ACCEPTANCE OF ENROLMENT

#### STEP 5: FIRST DAY

To talk with us, call our Enrolments Team on (07) 4051 9788 or email us [admin@justkids.net.au](mailto:admin@justkids.net.au)



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## EXPRESSION OF INTEREST

### STEP 1 – COMPLETE THE \*EXPRESSION OF INTEREST FORM

The Expression of Interest Form lets us know that you are interested in Just Kids as an Early Education and Early Provider and it starts our enquiry and orientation process.

During this phase we are interested in understanding your child's details, care period required, start date, your expectations, as well as parent details.

Once we receive your expression of interest, a member of our Enrolment Team will call you to discuss a private appointment, arrange an orientation or advise how you can attend our next Open Morning. [\*The Expression of Interest Form is not an Enrolment Form.]

If our Expression of Interest Form is not attached to this document, you can find it online at [www.justkids.net.au](http://www.justkids.net.au). It is also on our Facebook page @JustKidsCairns or call (07) 4051 9788 and ask for a form to be emailed to you.

#### HOW DO I RETURN THE FORM?

- Post or drop off: 219 Draper Street, CAIRNS QLD 4870.
- Email: [admin@justkids.net.au](mailto:admin@justkids.net.au)
- Complete the online form: [www.justkids.net.au](http://www.justkids.net.au)

### STEP 2 – PARTICIPATE IN AN INTERVIEW-ORIENTATION & VISIT THE CENTRE

After we receive your Expression of Interest Form, we will contact you to arrange an interview and orientation visit. During the visit you will:

- Be given a tour of our facilities, including the age-appropriate room for your child;
- Meet with an Educational Leader to discuss your needs and ask questions;
- Be given an enrolment pack that includes 'The JK Way' [Parent Handbook] including mandatory and regulatory policies and procedures.
- On conclusion of the tour, you will be asked to provide your email address which will be entered into the database where you will be able to access Handbooks, Policies and Procedures, e-Newsletters and enrolment forms.

NB: All families interested in Just Kids are required to participate in an interview and orientation. Visits are by appointment or may be part of one of our 'Open Morning' sessions.



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## ENROLMENT

### STEP 3 – COMPLETE THE ENROLMENT FORM

After the interview and orientation, if you feel our centre offers what your family is looking for **and there is a place available**, we will provide you with our enrolment form. Enrolment offers are made based on your child's age and place availability.

We send the offer via email or post. It includes an Enrolment Form and a checklist of documents we need to see to accept your child's enrolment.

The enrolment form must be accepted within five (5) working days. If you do not accept the offer within this five-day window the offer of enrolment expires. In some special circumstances, an extension to the offer may be available. To request this, please call (07) 4051 9788.

### STEP 4 - ACCEPTANCE OF ENROLMENT

Your enrolment is accepted upon meeting the following conditions:

- The Enrolment Form is completed and returned within five working days.
- A \$100 enrolment fee is paid, also within the five working days.
- Documents listed in the Enrolment Checklist are sighted by the Enrolment Team at Just Kids.

At this stage, you will receive the Just Kids Parent Handbook ("The JK Way") with policies and procedures and you will also receive access to our parent communication app, SkoolBag, for your phone. You'll be well and truly feeling like you are a part of the Just Kids family and we'll be looking forward to seeing you on your child's first day.

### STEP 5 – FIRST DAY

If you have not already done so, please make sure you have read the Just Kids, 'Get Ready for Day One' poster. It has lots of ideas on how to best transition your child and prime them for their first day of care.

- Once your child is settled with one of our educators, we encourage you to say "goodbye" and assure your child you will be returning to pick them up.
- There can be tears from both you and your child. This is normal as separation anxiety and fears creep in. In our experience, the very best thing to do is for you to leave without lingering, as this may upset your child further. It can be hard. We will have staff to help you and your child.
- On the first day, you are invited to call Just Kids at any time to discuss your child's progress.
- Our staff will send photos of your child to your phone.
- At the end of the day, educators/staff will discuss with you how your child settled in and what activities they enjoyed.
- You will receive a "First Day" piece of artwork and photos which you can take home.

## FREQUENTLY ASKED QUESTIONS

### WHAT CAN I EXPECT DURING THE ORIENTATION?

The Just Kids Pre-enrolment Orientation Visit or Private Interview is our way of showing you our centre, talking with you about what we do, but mostly it is based on the premise that at Just Kids we are a family and relationships are everything to us. The vein of connection runs deep and, with this in mind, we start



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with ensuring that you feel heard. Please use this time to not only learn about our beliefs but also ask questions that are on your mind about what is important to you. We love connecting and this is the start of our journey together.

During an orientation visit you can expect:

- To tour the centre.
- Learn about Just Kids program and our extra-curricular activities, such as our swimming and soccer programs.
- To be asked about any needs the family/child may have and discuss how Just Kids can help in the orientation period; such as toileting, cultures, comforters and expectations of the first day.
- Staff members will be introduced to the families.
- To learn how to use medication folders, communication books and the parent sign in/out sheets.
- Learn about how you can view your child's learning on our program whiteboard and student portfolios.

All relevant enrolment documentation is required at the office prior to the family's start date. Once these forms are returned, the child profile can be forwarded to the child's teacher and preparations are made for welcoming the new child.

### IS THERE A FEE TO ENROL?

There is a non-refundable enrolment fee. Once your child's enrolment has been accepted, you will need to pay the \$100 enrolment fee. This is payable when you hand in your Enrolment Form. The \$100 comes off your childcare fees when your child starts at the centre. If you don't follow through with the enrolment, this fee is non-refundable.

### CAN YOU SIMPLY 'POP IN' AND VISIT WHEN IT SUITS?

Just Kids does have an 'Orientation & Enrolment' policy, but if you are new to the Just Kids family, it is best to arrange an appointment so that we can give you the time you need. Our facilities are not large, and while we always have a Director, who is not allocated to a learning room, on site at each facility, she does not act as a 'Receptionist'. Her role is to be in attendance to support the functioning of the centre and this means she is often working the floor, assisting with children, aiding staff or attending to operational matters.

### WHERE DO I FIND OUT MORE ABOUT YOUR POLICIES AND PROCEDURES?

Great question! Our comprehensive parent handbook, "The JK Way" will provide a lot of the ways we work, the research behind our philosophy, how we can best keep you informed, celebrations, details about the staff members working with your child, lunch times and so much more. Please refer to it as a great guide to the way we work.

### DOCUMENT CONTROL

Just Kids Early Education House				
Quality Area:	6.0 Collaborative partnerships with families and communities			
	Law:		Regulation:	
Version	Date/Review	Author	Status	
vA	22/02/18	Hayley Williams	First draft for staff feedback.	
V1.0	27/02/18	Hayley Williams	Nominated Supervisor review.	
V1.1	01/03/18	Hayley Williams	Published to website.	
V1.2	02/03/18	Hayley Williams	Cover change.	
V1.3	02/03/18	Hayley Williams	Spelling edits. Published to website.	
Nominated Supervisor Approval:		Hayley Williams	Review Date:	01/06/18

## FORM-001 – EXPRESSION OF INTEREST

**HELLO**, if you are exploring whether Just Kids Early Education House (“Just Kids”) offers the education and care service that is right for you and your family, the first step is to let us know by completing this **Expression of Interest** Form. Once we receive this form we will make contact to organise a private appointment or invite you to the next Just Kids Open Morning. If you have any questions, please call (07) 4051 9788 and ask for Linda Green. **RETURN FORM:**  
E: admin@justkids.net.au | P: 219 Draper Street, CAIRNS QLD 4870 | Complete form online at: www.justkids.net.au

PARENT or GUARDIAN DETAILS:	
Parent/Guardian's Surname:	Parent/Guardian's First Name:
Mobile Number:	Email Address:

CHILD 1:					
Child's Surname:	Child's First Name:	Has your child been in care before? YES NO How many months/years?			
Child's Date of Birth:	Child's Preferred Name:				
DAYS REQUIRED:					
What days of Early Learning Care are required? [Please tick]	Monday	Tuesday	Wednesday	Thursday	Friday
What hours are you looking for on the days required? e.g. 7 AM to 3 PM					
Are these days flexible?	YES NO				
Comments:					

CHILD 1:					
Child's Surname:	Child's First Name:	Has your child been in care before? YES NO How many months/years?			
Child's Date of Birth:	Child's Preferred Name:				
DAYS REQUIRED:					
What days of Early Learning Care are required? [Please tick]	Monday	Tuesday	Wednesday	Thursday	Friday
What hours are you looking for on the days required? e.g. 7 AM to 3 PM					
Are these days flexible?	YES NO				
Comments:					

## FORM-001 – EXPRESSION OF INTEREST

WHAT EDUCATION & CARE IS IMPORTANT TO YOU?	
What is important to you and your family when it comes to Early Education Learning and Care?	Early Learning Philosophy.
	Values similar to our family values.
	Early learning balanced with social and emotional care and learning.
	Care for my child that aligns with the Just Kids Way and our family values.
	Other:

FEEDBACK:		
How did you hear about Just Kids?	A current Just Kids parent	Who can we thank for the referral?
	From a friend	Who can we thank for the referral?
	Facebook share	Who can we thank for the referral?
	Just Kids Facebook page	Just Kids Website
	Phone book	Driving past
	Advertising material	Google-searched
	Other:	
What do you know or like about Just Kids?		

### OFFICE USE ONLY:

Date Received:		Staff Signature:			
Orientation:	Booked? YES NO	Date:		Time:	
Other Information:					
Document Control:	JKEEH_EOI_FORM_CNS(ONLY)_v1.2_050318.pdf				