

# ENROLMENT POLICY

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
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 their 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.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions

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
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

## PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Centre to promote positive outcomes for children whilst adhering to legislative requirements.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Centre.

## IMPLEMENTATION

Our Centre accepts enrolments of children aged between **6weeks- 6** years of age.

Enrolments will be accepted providing:

- a) The maximum daily attendance does not exceed the licensed capacity of the Centre
- b) A vacancy is available for the booking required
- c) The adult to child ratio is maintained in each room
- d) Priority of access guidelines are adhered to.

## PRIORITY OF ACCESS

Our Centre aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- o At risk of serious abuse or neglect

- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

To secure a child's position families are required to pay an Incorporation fee and Maintenance Levy fee. A cancellation fee will also be charged when given 2 weeks notice.

Children with disabilities will be enrolled, if in the opinion of management, the Centre can meet the child's needs. Additional resources and funding may be required.

## ENROLMENT

When a family has indicated their interest in enrolling their child in our Centre, the following will occur:

- Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, or medical needs or plans.
- Families will be invited to come on a tour of the Centre.
  - Families will be provided with a range of information about the Centre which will include: programming methods, fees, policies, procedures, sun smart requirements, regulations and the licensing and assessment process for our State, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in, and educator and parent communication strategies.
- Families are invited to ask questions and seek any further information they require.
- Families are given a copy of the Parent Handbook, which outlines the Centre operation and philosophy.
- Families will be provided with vacancies, a start date and a suitable time for the child to be orientated to the Service.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs.
- If a family or child uses English as a second language or speak another language at home, we request that at this time families provide us with some key words in the language/s the child speaks that educators can learn the words. Educators will furthermore use visuals to assist the child to understand and be able to communicate with others.
- Families must complete a Child Care Subsidy assessment to check eligibility and entitlements to CCS. This can be done online through myGov website.

- Where there are certain changes to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes through myGov.
- Families will be invited to bring their child into the Centre at a time that is mutually convenient to familiarise themselves with the environment and educators.
- It is a legal requirement that prior to the child starting at the Centre we have all required documents including the completed enrolment form, medical plans, birth certificate or passport, immunisation status and any court orders.
- It is a requirement of the Family Assistance Office that immunisation information held by the Centre is kept current. Parents are reminded mid-way through the year to provide any immunisation updates to the Centre in order to continue receiving childcare benefits.
- Parents must notify the Centre if their child has not been immunised via the enrolment form.
- Families are to be advised that since January 2018 children who have not been immunised due to parent's conscientious objection cannot be enrolled at the Centre.
- If a child cannot be immunised due to a medical condition they may still be enrolled at the Centre.
- If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Centre.
- Families are required to provide current Australian Immunisation Register (AIR) History Statement which shows that the child is up to date with their scheduled immunisations. The AIR is a national register administered by Medicare that records details of vaccinations given to children. Please note that children's 'blue books' are not accepted.
- Unborn children may be placed on the waiting list to avoid the unfair allocation of places that may occur if children can only be placed on the list after birth. If an unborn child is placed on the waiting list, the family must advise the Centre of the expected birth date. It is the responsibility of the parent to inform Management of the name and date of birth of the child within three months after the expected birth date. If this information is not provided, then the child and family details will be removed from the list.
- It is the family's responsibility to keep the Centre informed of any changes to the information recorded on the application form.

#### **FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:**

1. The parent's full name, residential address, place of employment and contact telephone number

- ~~2.~~ The full name, residential address, place of employment and contact telephone number of a person authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted.
- ~~3.~~ The full name, residential address, place of employment and contact telephone number of any person authorised by the parent to collect the child from the Centre.
4. The full name of the child.
5. The child's date of birth.
6. The child's address.
7. Names of the child's parents.
8. The gender of the child.
9. Provision of care – if care will be a routine and/or casual etc.
10. Session start and end times.
11. Agreement on Fee information.
12. Any court orders or parenting agreements regarding the child.
13. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
14. The cultural background of the child.
15. Any special requirements of the family, including for example cultural or religious requirements.
16. The needs of a child with a disability or with other additional needs.
17. A statement indicating parental permission for any medications to be administered to the child whilst at the Service. Only a parent on the enrolment form can authorise the administration of medication.
18. The child's Medicare number.
19. Specific healthcare needs of the child, including allergies and intolerances.
20. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
21. Details of any dietary restrictions for the child.
22. A statement indicating parental permission for the Centre to seek emergency medical treatment at a hospital or from ambulance services.
- ~~23.~~ The name, address and telephone number of the child's doctor.
24. Excursion permission for regular occurring outings.
25. The immunisation status of the child.
26. CRN for child and claimant.
27. Birth Certificate.

28. Child Care Subsidy Assessment confirmation.

## **ENROLMENT PACK**

Families will be provided with an enrolment pack which consists of:

- Parent Handbook which includes Current fee structure and payment details
- Enrolment Form
- Child Care Subsidy information – which is listed within enrolment form

## **ORIENTATION OF THE SERVICE**

During the orientation of the Centre, families will be:

- Given the Centre enrolment form to be completed
- Advised of the incorporation fee and maintenance levy
- Shown the signing in/out process
- Advised of appropriate clothing for children to wear-to the Centre, including shoes
- Introduced to their child's Educators
- Taken on a tour around the Centre
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- Informed of the daily report and how parents can view this
- Introduced to the room routine and Centre program, including, portfolios and the observation cycle.
- Informed about Centre communication strategies including meetings, interviews, newsletters, emails, etc.
- Informed about the Centre's *SunSmart Policy* regarding hats and sunscreen
- Given the opportunity to set Family Goal's for their child
- Confirm preferred method of communication

## **MANAGEMENT WILL ENSURE:**

- Enrolment form is completed accurately and in its entirety.
- The appropriate Room leader is informed of the new child including any medical conditions, interests, developmental needs, and strengths.
- Immunisation certificate and birth certificate have been sighted and photocopied.
- The child is added to the Observation cycle.

- The child is added to the Centre's medical characteristics sheet (if necessary) and this information is distributed to Educators.
- The enrolment is lodged with PRODA.
- A file for the Child's information is created.
- Child Care Subsidy is explained to families.

## CHILD CARE SUBSIDY

- Child Care Subsidy (CCS) replaces the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy.
- Families must complete the 'Child Care Subsidy Assessment' Task online through the myGov website.
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction.
- Families will contribute to their childcare fees and pay -the Centre the difference between the fee charged and the subsidy amount.

## ON THE CHILD'S FIRST DAY:

- The child and their family will be welcomed into their room
- They will be greeted by one of the Educators who will show them where to sign in and out, discuss what is happening in the room, and show where the child's locker is located.
- Families are encouraged to stay during the settling in period if their child becomes upset

SOURCE
<ul style="list-style-type: none"> <li>• Australian Government Department of Education. Department of Education and Training (2019) Care Provider handbook</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf">https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf</a></li> </ul>
<ul style="list-style-type: none"> <li>• Department of Human Services (Centrelink):</li> </ul>
<ul style="list-style-type: none"> <li>• <a href="https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy">https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy</a></li> </ul>
<ul style="list-style-type: none"> <li>• Education and Care Services National Amendment Regulations. (2017).</li> </ul>
<ul style="list-style-type: none"> <li>• Kearns, K. (2017). <i>The Business of Childcare</i> (4<sup>th</sup> Ed.).</li> </ul>
<ul style="list-style-type: none"> <li>• NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: <a href="https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx">https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx</a></li> </ul>
<ul style="list-style-type: none"> <li>• Revised National Quality Standard. (2018).</li> </ul>

## Review

<b>Policy Reviewed Date</b>
January 2021
<b>Policy Due for Review</b>
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