

# Enrolment Policy

Enrolment and orientation is an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.1.1	Each child's health needs are supported.
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.
2.3.1	Children are adequately supervised at all times.
2.3	Each child is protected.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Quality Area 6: Collaborative partnerships with families and communities	
6.1	Respectful, supportive relationships with families are developed and maintained
6.1.1	There is an effective enrolment and orientation process for families
6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected
6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.

## Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
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

## Aim

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

## Implementation

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

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. (Please see Priority of Access Guidelines below.)

### Priority of Access Guidelines:

Children who are enrolled at the centre or whose families are seeking a place at the centre will be given Priority of Access in accordance with the guidelines that have been established by the Department of Education, Employment and Workplace Relations.

Below are the Priority of Access levels the centre must adhere to when filling vacancies both during the year and when determining days for the following year.

1. A child at risk of serious abuse or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Family Assistance Legislation Amendment (Child Care) Act 2010.
3. Any other child.

Within these three categories priority is also given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families, which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Families please be advised that if the Centre has no vacancies and your child's position is a priority 3 under the Priority of Access Guidelines, it may be required that your child leave or reduce their days in order to make a place for a higher priority child. If this occurs Families must be given 14 days notice of the requirement of the children to leave the service or change days if available.

### Enrolment:

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

- A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, 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. Families are also invited to ask any questions they may have.
- 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. Families are informed of the Priority of Access Policy through the handbook, and have their position assessed as to how they place within this system.
- 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 the Nominated Supervisor at this time.

- Should a child use English as a second 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.
- Families also need to contact the Family Assistance Office to have their eligibility for Child Care Benefit assessed. If these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.
- As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

#### On the child's first day:

- The child and their family are welcomed into their room for the first day.

#### Other information about our service's enrolment includes:

- We will try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.
- A child's enrolment will only be accepted upon the centre receiving a current Immunisation History Statement from Medicare or an Approved Immunisation Provider – this form must have the child's name, date of birth, address, immunisations received and due date for next immunisations. Without this form enrolment cannot proceed.
- By signing the enrolment form Families have indicated that they agree with and will abide by **ALL** of the Centre's Policies and Procedures.

#### Information and Authorisations to be kept in the Enrolment Record

Our Record Keeping and Retention Policy outline the information and authorisations that we will include in all child enrolment records.

#### Enrolling for following Year

Upon first enrolment your child is booked into the centre from their start date to around the 24<sup>th</sup> of December depending on when that day falls. Your booking does not carry over into the next year.

In the first week of October each year the Days for Next Year Form comes out and all parents are required to come in and fill the form out on the spot.

Most parents are on the doorstep at 7am on the Monday morning and have filled the forms out and are on their way to work by 7:05am. Remember the places are allocated using the priority of access guidelines explained above and also on a first in, first served basis. So the quicker you get the forms in the more chance you have of getting the days you require.

#### Source

Education and Care Services National Regulations 2014
National Quality Standard
Child Safe Standards
Childcare Centre Desktop – <a href="http://www.childcarecentredesktop.com.au">www.childcarecentredesktop.com.au</a>
Early Years Learning Framework
Child Care Services Handbook 2011-2012
Family Assistance Legislation Amendment (Child Care) Act 2010

#### Review

This policy will be reviewed every 2 years and the review will be conducted by Management, Employees, Families and Interested Parties.

Last Reviewed	Next Review Date
04.07.2016	04.07.2018