



6.01 Enrolment Policy

POLICY STATEMENT

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.

AIM

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 service to promote positive outcomes for children whilst adhering to legislative requirements.

STANDARDS AND PROCEDURES

Our service accepts enrolments of children aged between 1 and 6 years of age.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the service
- A vacancy is available both for the booking required and the agreed number of children is in accordance with the licensing requirements
- The adult to child ratio is maintained in each room

Priority of Access guidelines

The Department of Family and Community Services and Indigenous Affairs have set priority of access guidelines for all children's services eligible for Child Care Subsidy. Every Child Care Subsidy approved childcare service is required to abide by the guidelines which families will be informed of during the enrolment process.

Families are required to pay an enrolment fee and one-week bond which is calculated at full fee to secure the position. Failure to pay the upfront fees will lead to the child not being accepted. When four weeks' notice of withdrawal is given, the bond will be refunded.

The Priority Lists are used when there is a waiting list for the service or when several parents are applying for a limited number of vacant places. Children with disabilities will be enrolled, if in the opinion of management, the service can meet the child's needs. Additional resources and funding may be required.

The Priority of Access levels, which the Service must follow when filling vacancies, include:

1. A child at risk of serious abuse of neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the Family Assistance Legislation Amendment (Child Care) Act 2010.
3. Any other child.

Upon enrolment families will be informed of their priority and directed that if the service has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days to make a place for a higher priority child.

Enrolment

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

- Families will be invited to come on a tour of the service.
 - Families will be provided with a range of information about the service which will include: programming methods, menu, incursions/excursions, inclusion, fees, policies, procedures, sun smart requirements, 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 invited to ask questions and seek any further information they require.
- Families are given a copy of the Family Handbook, which outlines the service 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 are informed of the Priority of Access guidelines 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 management. Families will be required to bring any corresponding documents in relation to court orders, medical needs or plans.
- Families will need to 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 families provide us with some key words in the languages the child speaks at this time so 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 will need to complete a Child Care Subsidy assessment online to check eligibility and entitlements to CCS which needs to be done through myGov website.
- Families will be invited to bring their child into the service a few weeks leading up to their commencement to familiarise themselves with the environment and educators.
- It is a legal requirement that prior to the child starting at the service we have all corresponding documents including enrolment form, medical plans, birth certificate or passport, immunisation status and any court orders.
- It is a requirement from Family Assistance Office that immunisation information is continuous. Parents are reminded mid-way through the year to provide any immunisation updates to the service to continue receiving childcare subsidy payments.
- Families are required to provide current Australian Childhood Immunisation Register (ACIR) History Statement which shows that the child is up to date with their scheduled immunisations. The ACIR is national register administered by Medicare that records details of vaccinations given to children. Please note that children's 'blue books' are not accepted.
- It is the family's responsibility to keep the service informed of any changes to the information recorded on the application form.

Families will be asked to provide the following information:

1. The full name, residential address, place of employment and contact telephone number of a parent and emergency contact. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.
2. The full name, residential address and contact telephone number of any person authorised to collect the child from the Service. Parent must nominate who can be contacted for the collection of the child.
3. The gender of the child.
4. Session start and end times
5. Any court orders or parenting agreements regarding the child.
6. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
7. The cultural background of the child.
8. Any special requirements notified by the family, including for example cultural or religious requirements.
9. The needs of a child with a disability or with other additional needs.
10. 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.
11. A statement indicating parental permission for any emergency medical hospital and ambulance services.
12. The name and address and telephone number of the child's doctor
13. Excursion permission for regular occurring outings.
14. Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis.
15. Any medical management plan, anaphylaxis Medical Management Plan or Risk Minimisation Plan to be followed with respect to a specific healthcare need, medical condition or allergy.
16. Details of any dietary restrictions for the child.
17. The immunisation status of the child.
18. CRN for child and claimant.
19. Birth Certificate.
20. Child Care Subsidy Assessment confirmation
21. Confirmation of enrolment

Orientation of the Service

During the orientation of the service, families will be:

- Given a copy of their completed enrolment form to sign
- Provided with an outline of the service policies which will include fees payment, sun safety, illness and accident and medical authorisation. These are available online at www.stnicholaspreschool.com.au
- Shown the signing in/out process
- Spoken to about appropriate clothing worn to the service, including shoes and sleeved clothing
- Advised about Hats and Sunscreen
- Informed about children bring in toys from home
- Introduced to child's educators
- Discuss medical management plan and allergies completed on file (if applicable)
- Advised about the daily communication through Seesaw and how parents can view this
- Introduced to the room routine and service program. This included portfolios and the observation cycle.
- Informed about service communication – meetings, interviews, newsletters, emails etc.
- Able 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,
- Inform the Room leader of the new child who will be in the room, highlighting any medical conditions, interests, needs and strengths
- Immunisation certificate and birth certificate have been sighted and photocopied
- Child is added to service's medical characteristics sheet and distribute (if necessary)
- Enrolment lodged with DEEWR
- File for Child's information created
- Families are provided with an orientation survey to complete within the first 6 weeks of starting to gain feedback about the orientation and enrolment process.
- 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 will need to 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 child care fees and pay to the Service the difference between the fee charged and the subsidy amount

Enrolment Record Keeping

- Our Record Keeping Policy outlines the information and authorisations that we will include in all child enrolment records

On the child's first day:

- The child and their family will be welcomed into their room for the first day.
- 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.
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 77 - Health, hygiene and safe food practices
- 79 - Service providing food and beverages
- 80 - Weekly menu
- 88 - Infectious diseases
- 90 - Medical conditions policy
- 92 - Medication record
- 93 - Administration of medication
- 97 - Emergency and evacuation procedures
- 99 - Children leaving the education and care service premises

COLLABORATIVE PARTNERSHIPS WITH FAMILIES & COMMUNITIES

6.01 Enrolment Policy

- 100 - Risk assessment must be conducted before excursion
- 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
- 168 - Education and care service must have policies and procedures
- 173 - 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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Child Care Subsidy](#)

RELATED POLICIES

- 2.08 Immunisation Policy
- 6.02 Family Communication Policy
- 6.06 Arrival and Departure Policy
- 7.01 Acceptance and Refusal Authorisation Policy
- 7.05 Payment of Fees Policy
- 7.06 Privacy and Confidentiality Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
June 2018	Yes	No	Updated to comply with Child Care Subsidy changes.	September 2019