

Enrolment Policy

NQS

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| QA2 | 2.1.2 | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. |
| QA6 | 6.1.1 | Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions. |

National Regulations

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| Regs | 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 a 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 a approved provider | |
| 181 | Confidentiality of records kept by a approved provider | |
| 183 | Storage of records and other documents | |

EYLF

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| LO1 | Children feel safe, secure, and supported |
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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.

Related Policies

Additional Needs Policy
Administration of Authorised Medication Policy
Child Protection Policy
Excursion Policy
Food, Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy
HIV AIDS Policy
Immunisation and Disease Prevention Policy
Infectious Diseases Policy
Medical Conditions Policy
Orientation for Children Policy
Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relationships with Children Policy
Sleep, Rest, Relaxation and Clothing Policy
Unenrolled Children Policy

Who is affected by this policy?

Children
Families
Educators

Implementation

Our service accepts enrolments of children aged between 0-12 years.

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 service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Federal Government.

Below are the Priority of Access levels which the Service must follow when filling vacancies.

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 Section 14 of the 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.

Upon enrolment families will be notified of their priority and advised 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 in order 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:

- 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, 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. 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 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 Department of Human Services to have their eligibility for Child Care Benefit assessed and registered. Until CCB details are available, families will need to pay full fees. No CCB discount will apply.
- 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.
- The Centre Manager will ensure all details are finalised and complete and sign the Enrolment Checklist.

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.
- We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or well being of any other child at the service.

Information and Authorisations to be kept in the Enrolment Record

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

Sources

Children and Community Services Act 2004

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Education and Care Services National Law and Regulations

National Quality Standard

A New Tax System (Family Assistance) Act 1999


Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties
- **Last reviewed: February 2018**

Date for next review: February 2019

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| Enrolment Checklist | |  Director |
| Element 6.1.1 | There is an effective enrolment and orientation process for families. | |
| Nominated Supervisor's Name | | Date: |
| Nominated Supervisor's Signature: | | |

| | yes | N/A |
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| All parts of the Enrolment Form completed and signed | | |
| Parents 1, 2 and 3 DOB and CRN provided | | |
| Child's DOB and CRN provided | | |
| Child's Birth Certificate or equivalent sighted | | |
| 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 additional needs obtained | | |
| Information about the child's interests and strengths obtained | | |
| Evidence of immunisation status provided. | | |
| All authorisations and indemnities signed including authority for: | | |
| <ul style="list-style-type: none"> • medical treatment from a medical practitioner, hospital or ambulance service • ambulance transportation | | |
| <ul style="list-style-type: none"> • incursions | | |
| <ul style="list-style-type: none"> • regular excursions | | |
| <ul style="list-style-type: none"> • Authorised nominees | | |

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| <ul style="list-style-type: none"> Emergency contacts | | |
| <ul style="list-style-type: none"> 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: | | |
| <ul style="list-style-type: none"> medical practitioner or medical service | | |
| <ul style="list-style-type: none"> Medicare number | | |
| <ul style="list-style-type: none"> dental practitioner or service | | |
| <ul style="list-style-type: none"> healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis | | |
| <ul style="list-style-type: none"> Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy or anaphylaxis | | |
| Parent Information Pack discussed | | |
| Families provided with copies of, or access to, all policies and procedures, Code of Conduct and Statement of Philosophy | | |
| Medical Conditions Policy provided to all parents where child has a specific health care need, medical condition, allergy or other relevant medical condition | | |
| Relevant policies and procedures discussed/explained including: | | |
| <ul style="list-style-type: none"> Medical conditions policy <p>Child cannot attend without medication</p> | | |
| <ul style="list-style-type: none"> Administration of Medication Policy <p>Medication must be in original container</p> <p>Over the counter medications not administered unless prescribed by doctor</p> <p>Administration of medication must be authorised in writing unless emergency</p> <p>Procedures during medical emergency, including asthma and anaphylaxis</p> | | |
| <ul style="list-style-type: none"> Delivery and Collection of Children Policy <p>Sign in/out procedure explained</p> <p>Procedure if parent running late to collect child</p> | | |

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| <ul style="list-style-type: none"> Grievance Policy <p>Location of complaint forms</p> | | |
| <ul style="list-style-type: none"> Fee Policy <p>Fees should be paid on time. Fees in arrears attract extra charges</p> | | |
| <ul style="list-style-type: none"> Photography Policy (authorisation signed) | | |
| <ul style="list-style-type: none"> Infectious Disease Policy <p>Any child who is unwell must not attend the Service.</p> <p>Children who become unwell at the Service need to be collected.</p> <p>If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.</p> | | |
| <ul style="list-style-type: none"> Immunisation and Disease prevention Policy <p>Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service</p> | | |
| <ul style="list-style-type: none"> Sleep, Rest, Relaxation and Clothing Policy <p>Service implements safe sleeping practices as recommended by SidsandKids</p> <p>Sleep and rest practices</p> <p>Children should wear comfortable clothing that can get dirty</p> <p>All items should be labelled with child's name</p> | | |
| <ul style="list-style-type: none"> Behaviour Guidance (Relationships with Children Policy) <p>Parents will:</p> <ul style="list-style-type: none"> work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child | | |
| <ul style="list-style-type: none"> Health, Hygiene and Safe Food Policy <p>Service has a 'healthy' eating policy</p> <p>Service does not allow eg nuts into the service</p> | | |
| <ul style="list-style-type: none"> Tobacco, Drug and Alcohol Policy | | |

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| No smoking on premises allowed including car park | | |
| <ul style="list-style-type: none"> Parental Interaction and Involvement in the Service Policy Family input procedures eg “what did you do on the weekend” sheets | | |
| <ul style="list-style-type: none"> Environmental Sustainability Policy Measures taken to promote sustainability eg litterless lunches | | |
| Bond and Administration Fee paid in full | | |
| Credit reference check permission form signed. | | |
| Direct Debit form completed/method of payment for fees established | | |
| Tour of service and introduction to educators | | |