

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 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	garten
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	

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Additional Needs Policy Arrival and Departure Policy Family Communication Policy Record Keeping Policy	Immunisation Policy Payment of Fees Policy Privacy and Confidentiality Policy Withdrawal of a Child Policy
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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 Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

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

IMPLEMENTATION

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

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent or parents who satisfy the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

Priority 3: any other child.

Within these main categories, priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$45,114 for 2017-18, or who or whose partner is on income support
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents.

In relation to Kindergarten:

Where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

Funding guidance is available from the Department's regional offices if required.

<p>Children at risk of abuse or neglect, including children in Out-of-Home Care</p>	<p>The child is:</p> <ul style="list-style-type: none"> • attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning, or is • referred by: <ul style="list-style-type: none"> - Child Protection - Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) - Maternal and Child Health nurse, or - Out-of-Home Care provider.
<p>Aboriginal and/or Torres Strait Islander children</p>	<p>As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.</p>
<p>Asylum seeker and refugee children</p>	<p>An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.</p>
<p>Children eligible for the Kindergarten Fee Subsidy (if applicable)</p>	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or • multiple birth children (triplets, quadruplets).
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<p>The child:</p> <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> - the National Disability Insurance Scheme - Early Childhood Intervention Service - Preschool Field Officer, or - Maternal and Child Health nurse.

ENROLMENT

When a family has indicated their interest in enrolling their child in our Service, 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 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 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 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 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 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 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 Service 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 Service 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 Service is kept current. Parents are reminded mid-way through the year to provide any immunisation updates to the Service in order to continue receiving childcare benefits.
- Parents must notify the Service 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 Service.
- If a child cannot be immunised due to a medical condition they may still be enrolled at the Service.
- If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Service.
- 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.
- 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 Service 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 Service 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 Service.
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
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 Service 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. ACIR Statement to identify immunisation status of the child.
26. CRN for child and claimant.
27. Birth Certificate.
28. Child Care Subsidy Assessment confirmation.

ENROLMENT PACK

Once the enrolment fee and bond has been paid, families will be provided with an enrolment pack which consists of:

- Current fee structure and payment details
- Parent Handbook
- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework

- ECA Code of Ethics brochure
- Child Care Subsidy information

ORIENTATION OF THE SERVICE

During the orientation of the Service, families will be:

- Given the Service enrolment form to be completed
- Provided with an outline of the Service policies which will include fee payment, sun safety, illness and accident, and medical authorisation
- Advised of the enrolment fee and bond
- Shown the signing in/out process
- Advised of appropriate clothing for children to wear to the Service, including shoes
- Informed about policies regarding children bringing in toys from home
- Introduced to their child's Educators
- Taken on a tour around the Service
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- Introduced to the room routine and Service program, including portfolios and the programming cycle.
- Informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- Informed about the Service's *SunSafe Policy* regarding hats and sunscreen
- Given the opportunity to set Family Goal's for their child

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 Service's medical characteristics (if necessary) and this information is distributed to Educators.
- The enrolment is lodged with DEEWR.
- A file for the Child's information is 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 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 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 classroom
- 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.

SOURCE

Australian Government Department of Education. Department of Education and Training (2019) Care Provider handbook

https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf

Department of Human Services (Centrelink):

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Education and Care Services National Amendment Regulations. (2017).

Kearns, K. (2017). *The Business of Childcare* (4th Ed.).

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	SEPTEMBER 2019	NEXT REVIEW DATE	SEPTEMBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Priority Access Guidelines removed -new information added • Grammar, punctuation and spelling edited. • Additional information added. • Points re-ordered for better flow. • Sources/references corrected, updated, and alphabetised. • References to 'conscientious objection' updated. • New reference/source added. • Related policies alphabetised. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2018	<ul style="list-style-type: none"> • Included a statement referring to CCS Written Arrangement updates/changes on page 5. 	SEPTEMBER 2019	
MAY 2018	<ul style="list-style-type: none"> • Updated to comply with Child Care Subsidy changes. 	SEPTEMBER 2018	
OCTOBER 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard 	SEPTEMBER 2018	
AUGUST 2017	<ul style="list-style-type: none"> • Changes made to comply with Department of Human Services. Included information about benefits for families 	SEPTEMBER 2018	