

Enrolment Policy

NQS

QA2	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
QA6	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

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
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
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.

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
 Management

Implementation

Our service accepts enrolments of children aged between zero to six 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 in each room.

- 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 Family and Community Services and Indigenous Affairs.

Below is the priority of access levels which the centre must follow when filling vacancies.

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 **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 there are no vacancies and their child's position is a priority three 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 or representative 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. 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 at the centre, 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 Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Orientation Checklist.

Other information about our service's enrolment procedures

- 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.
- Enrolment of educator's children at the service is generally not encouraged.

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.

Enrolment Checklist (National)		
National Regulations	Part 4.7 – 160, 161, 162.	
Nominated Supervisor's Name:		Date:
Nominated Supervisor's Signature:		
Parent ONE Name:		
Parent ONE Signature:		
Parent TWO Name:		
Parent TWO Signature:		

All parts of the Enrolment Form completed and signed where necessary.	
All relevant information attached as required – court orders, parenting orders, parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child, the child's residence or child's contacts with parents or other person.	
All relevant information provided as required – cultural, religious, dietary requirements or additional needs.	
All authorisations are noted and signed by parents in relation to – authority for medical treatment, dental treatment, and ambulance transportation.	
All declarations of consent for being an emergency contact person are signed by the Authorised Nominee.	
Relevant health information is included – medical practitioner or medical service, Medicare number, dental practitioner or service, healthcare needs including medical conditions, allergies, anaphylaxis or at risk of anaphylaxis.	
All relevant information attached as required – medical management plan, anaphylaxis medical management plan or risk minimisation plan, dietary restrictions and immunisation status.	
Sunscreen and Photography policies explained and signed where necessary.	
Parent Information Pack discussed including relevant service policies and procedures.	
One week Fee in advance paid in full.	
Parents DOB and CRN provided.	
Child's DOB and CRN provided.	
Child's Birth Certificate or equivalent cited.	
All indemnity and permission notes signed.	
Authorisation signed for the service to take child on regular outings.	
Authorisation signed for the service for child to participate in incursions.	

Sign in/out procedure explained.	
Tour of service and introduction to educators.	
Medication and Illness procedures explained.	
Guiding Children's Behaviour Policy explained and discussed.	
Direct Debit form completed/method of payment for fees established.	

Sources

Public Health and Wellbeing Act 2008
The Child Health and Wellbeing Act 2005
Children, Youth and Families Act 2005
Occupational Health & Safety Act 2004
Education and Care Services National Regulations 2011
National Quality Standard
Family Assistance Legislation Amendment (Child Care) Act 2010.

Review

The policy will be reviewed annually.
Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: November 2013

Date for next review: November 2014