

A-3 ENROLMENT AND ORIENTATION POLICY

POLICY STATEMENT

Our service accepts enrolments for children in accordance with the National Education and Care Regulations and Family Assistance Law. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service.
- To help children develop a sense of belonging, feel accepted and develop trust in those who care for them

PROCEDURE

a) Eligibility

- Access and eligibility is mainly for children enrolled in primary school or, in the case of home-schooled children, children who are the same age as children enrolled in primary school. Children who have been enrolled in primary school but have not yet attended their first day of kindergarten may be enrolled and attend the service in the January vacation care period.
- Children who have not yet been enrolled in primary school may not attend the service on account of licensing requirements.
- The service offers before and after school care primarily to children attending Ellison Public School, Springwood Public School and St Thomas Aquinas Primary School. Children attending other schools or home-schooled children may also attend at the discretion of the Nominated Supervisor provided that suitable arrangements can be made for the safe arrival and departure of children to and from the service. Any primary school-aged child may attend in vacation care regardless of which primary school they attend.
- Children attending high school may be considered for enrolment on request subject to the discretion of the Nominated Supervisor. This is usually dependant on there being exceptional circumstances such as a child with a disability or a child at risk. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and centre staff. A child enrolled in high school may be required to vacate their place should a primary aged child require a position and no vacancies are available.

b) Waiting list and priority of access

- Children who meet the eligibility criteria will be accepted into the service on first in, first served basis provided there are vacancies.
- Where a shortage of places exists, a waiting list will be maintained and families waiting for a place will be advised of the service's priority of access guidelines.
- Where a shortage of places exists, places will be allocated in accordance with the following priority of access:
 - First priority of access will be given to children at risk of serious abuse or neglect.
 - Second priority of access will be given to children of a sole parent who satisfies the activity test through paid employment.
 - Third priority will be given to children where both parents satisfy the activity test through paid employment.
 - Any other vacancy will be given to children requiring a place who do not meet the first, second or third priority criteria.

c) Who can enrol a child

- The person who is required to complete the enrolment procedure is the person who is responsible for the child's care and for the payment of the childcare fees.
- Where a child's parents are separated and both are seeking a place at the service, the child must be enrolled by each parent separately.

d) Enrolment procedures

- Enrolment is completed online via the third-party software provider portal, the Kidsoft parent portal.
- The parent wishing to enrol their child must firstly communicate their interest to the service Nominated Supervisor who, once they have ascertained that a place is available for the child/children in question, will issue an invitation to enrol via the parent portal.
- Once the enrolment process has been completed, the Nominated Supervisor will finalise the enrolment and ensure preparations are in place for the child's commencement at the service.
- An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 158, 160, 161 and 162.

e) Orientation

- Once enrolment has been completed, the family will be sent an email confirming the child's enrolment. This will include orientation information which includes the following:

- Bus travel
 - Preparing a child for their first day, including the bus trip
 - Visiting the service prior to commencement
 - Link to the Family Information Booklet
 - Link to the Dealing with Medical Conditions and Administration of Medication Policy if the child enrolled has a medical condition requiring management
 - Completion of any necessary documentation such as Regular Transport Permission forms
 - Discussion/completion of any arrangements relating to a child's medical, dietary or additional needs
- A child will only be permitted to commence care once the enrolment process has been completed, including the completion of all required documentation. This includes:
 - Any medical management plans, risk minimisation plans, provision of medication
 - Any additional training or consultation necessary to ensure that a child's additional needs can be met
 - The provision of direct debit details via a nominated bank account
 - The completion of all necessary authorisations as set out in the enrolment record

f) Inclusion of children with additional needs

- Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and centre staff.

g) Child Care Subsidy Enrolment Arrangements

- Where possible, families wishing to claim CCS are encouraged to lodge their claim before enrolling their child. However, the enrolment of children is not dependent upon the receipt of CCS.
- The service provider and person enrolling the child enter into an agreement via the enrolment process on the basis of whether or not CCS will be claimed. There are 4 types of arrangements.
 - Complying Written Arrangement
 - Relevant Arrangement
 - Additional Child Care Subsidy Arrangement (Child Wellbeing)
 - Arrangement with an organisation (third party)

Each arrangement type is bound by the relevant guidelines as set out in the Child Care Subsidy System, the information technology system used by Services Australia.

Further information is available at the following link:

<https://www.education.gov.au/early-childhood/child-care-subsidy/it-system>

- Where the individual enrolling a child is the child’s grandparent or foster carer, they may be eligible for Additional Child Care Subsidy and should approach the Nominated Supervisor for further application.

h) Cancellation of enrolment

- Cancellation of an enrolment may be initiated in two different situations:
 - A parent advises the service that no further care needs is required
 - The service identifies that care is no longer required or being provided
- The family must give two (2) weeks’ notice if they wish to cancel a child’s enrolment. Fees will be payable up until the end of that time and CCS guidelines will be followed regarding the cancellation.

CONSIDERATIONS

National Quality Standards

5.1.1	Positive educator to child interactions	Responsive and meaningful interactions building trusting relationships which engage and support each child to be secure, confident and included
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.3	Families are supported	Current information is available to families about the service and relevant community organizations and resources to support parenting and family wellbeing

Education and Care Service National Regulations 2011

158	Children’s attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record

Related Policies / Forms

Service enrolment record
Family Information Booklet
Acceptance and Refusal of Authorisations policy
Governance and management policy
Payment of fees policy
Providing a child safe environment policy

ENDORSEMENT AND REVIEWS

Date	Action
06.12.2012	Approved by SNCC Board
03.03.2024	Last Review Date
September 2027	Next Review Date