

Child Enrolment Policy

Purpose:	<p>The objective of this policy is to ensure children and families receive an informative enrolment and orientation into our service. We strive to establish respectful and supportive relationships between our families and the service to promote positive outcomes for children whilst adhering to legislative requirements. It sets out the requirements for health and safety policies and practices in relation to the management of Child Information and Record Keeping.</p> <p>Starting at an early childhood service is often an exciting and new adventure for children and their families. We recognise that this experience differs for each individual and therefore we aim to ensure that our orientation process assists not only children but also their families in successfully making this transition from home to care.</p> <p>It is our intention to assist our new families to become familiar and comfortable with our service, educators and team members as well as our policies, procedures and established routines, as quickly as possible. The physical and emotional welfare of children in our care and their families is a priority for us.</p>		
Scope:	Children attending the service, parents, families, and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at River School Early Childhood Centre and covers information about the enrolment process.		
Status:	APPROVED	Supersedes: All previous Child Enrolment Policies	
Authorised by:	Dee Farquharson (Centre Director)	Date of Authorisation: 19/01/2022	
References:	<ul style="list-style-type: none"> • Created with reference to National Law and National Regulations Section 166, 155, 157, 160, 161, 162, 175 • National Quality Standards, Quality Area 5 Standard 5.1.1, Quality Area 6 Standard 6.1, 6.2 Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, Quality Area 7 Standard 7.1 Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.2, 7.2.3 • Education and Care Services National Regulations • National Quality Framework • ACECQA • Priority of Access Guidelines 		
Review Date:	1 year	Next Review Date: January 2023	
Policy Owner:	AMEL Board		

POLICY STATEMENT

All families will be provided an enrolment pack which consists of a variety of forms, which is designed to record information and provide the family with important information about the service. The information gathered will be used to initiate the enrolment of a child into the service. Information gathered about a child and their family is respected and all staff employed by the service will respect and maintain the confidentiality and privacy of the child and family. Any breach of a child or family’s confidentiality will result in disciplinary action from the Nominated Supervisor and/or Approved Provider and/or the Approved Provider’s representative.

Enrolments are accepted providing the maximum daily attendance does not exceed the services licensed capacity, while abiding to the Department of Family and Community Services and Indigenous Affairs priority of Access guidelines.

IMPLEMENTATION

Nominated Supervisor or Responsible Person will:

- Upon receiving an enquiry from a family for education and care requirements, arrange a mutually convenient time for the family to visit and tour the service.

Once verbal enrolment agreement has been made:

- Explain the process for claiming Child Care Subsidy (CCS).
- The importance of signing a child in and out (legal requirement and for safety).
- Explain the Compliant Written Agreement for families claiming CCS or Relevant Arrangement for families not wishing to claim CCS.
- During the visit or via email, provide the family with a full enrolment pack, explaining how to enrol, that will include:
 - Enrolment form
 - Parent handbook which outlines Service operations and Philosophy
 - Confidentiality and Privacy Information
 - Medical Conditions Risk Minimisation and Communication Plan (as required)
 - Medical Action Plan - if necessary
 - Asthma Action Plan – if necessary
 - Sign in/out procedure – if Kiosk please ensure training has occurred for family
- Provide vacancies, start date and suitable times for the child to be orientated.
- Provide current fee structure and payment advice.
- Arrange suitable orientation visits with family – children will not to be left at service unless all enrolment forms are completed. Orientation can occur if a family member stays at the service.
- Inform families 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.
- Discuss Immunisation.
- Check enrolment forms provided by families to ensure all information is complete and ask questions when information is incomplete or unclear.
- Enter information into software management system, create child profile checking to ensure all information is correct.
- Introduce families and children to educators.

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- Provide room Educators with necessary child information and any other information relevant to the high quality of education and care of the child.
- Manage and store information confidentially, including after the child or family have left the service, within the legislatively required timeframe.
- Ensure family has access to relevant online systems and required security codes.
- Ensure family have completed a Written Arrangement upon confirmation of the child's routine attendances.

Educators Will:

- Read all enrolment information provided by Centre Director regarding the child, paying particular attention to any health requirements of the child.
- If necessary, add child's medical action plan to health alert area.
- Prepare child portfolio and ensure profile is ready.
- Add child to birthday chart.
- Make up hook name tags for child.
- Manage and store information confidentially, including after the child or family have left the service, within the legislatively required timeframe.

Families will:

- Complete a Child Care Subsidy (CCS) assessment online to check eligibility and entitlements to CCS through the myGov website prior to commencement.
- Full fees will be charged until family's application for CCS has been accepted and applied. CCS is paid directly to providers to be passed on to families as a fee reduction.
- Families will contribute to their childcare fees and pay to the Service the difference between the fee charged and the subsidy amount or full fees if not claiming CCS.
- Complete the provided Written Arrangement prior to enrolment.
- Read parent handbook prior to enrolling child at the service to understand the basic policies and procedures published by the service. Policies and Procedures are available for families in the service upon request – please ask Nominated Supervisor or Centre Director for copies or access to these.
- Complete all areas of the enrolment form for **each** child prior to child's first day at the service. Children will not be able to commence care and education at the service until all forms are completed in full.
- Provide child's Immunisation History Statement (please note: no other document is accepted), if applicable.
- Notify the service as soon as practicable of any changes or updates to the original enrolment information.
- Complete re-enrolment details each year to ensure information is current and up to date.
- Pay fees for current week PLUS one week in advance prior to first day of care and keep fees up to date at all times.
- Provide information about their child's health needs, allergies, medical conditions, and medications upon enrolment.
- Provide a Medical Condition Risk Minimisation and Communication as necessary.
- Ensure any changes to the details provided upon enrolment are communicated to the service as soon as they occur i.e., change in address or phone number, emergency contacts, child's medical or additional needs.

Medical Conditions

A Medical Condition Risk Minimisation and Communication Plan needs to be developed in consultation with families and the child's medical practitioner for a child with a diagnosed medical condition that requires management. These plans will be reviewed and updated every 12 months. Refer to the Medical Conditions Policy for further information.

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Orientation

Families will be invited to attend the service with their child at a time that is convenient to familiarise themselves with the environment and educators. It is advised to visit the service on a number of occasions at various times prior to commencement. Noting that, at no time the parent/guardian can leave the premises without their child.

Changes to routine attendances

Two weeks written notice is required to request a change to a child’s routine booking. This can be via email or a letter. These requests will be accommodated where possible. For all permanent changes to a child’s routine booking, an updated Complying Written Arrangement will be required to be agreed upon by both parties (service and parent/guardian) within seven days of the change occurring.

Termination of enrolment

I understand that all new enrolments are subject to a one-month trial before my child’s enrolment can be formally finalised. The Centre or parents/guardian can cancel a child’s enrolment at any time during this trial period without penalty.

Two weeks written notice is required of the intention to withdraw a child from the service. This can be in the form of an email or a letter.

If termination is required without providing such notification, Child Care Subsidy (CCS) will be jeopardised resulting in full fees being charged.

RELATED DOCUMENTS

To be read with – Enrolment form, Parent Handbook, Confidentiality and Privacy Policy, Medical Conditions Risk Minimisation and Communication Plan (as necessary), Medical Action Plan (if necessary), Asthma Action Plan (if necessary), Record Keeping Policy, Acceptance and Refusal of Authorisation Policy, Delivery and Collection Policy, Immunisation Policy, Fee Payment Policy, Sign in procedure - please ensure training has occurred for family.

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