



Enrolment Policy

NQS

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

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 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

Policy Statement

Seaford District Community Children's Centre believe that in order for families to feel part of our inclusive child care community, and to feel confident and comfortable that their children will be receiving quality education and care, that they are provided with a thorough and clear induction into our service.

Staff welcome new families and children in a friendly, warm and informative manner. The settling of children is tailored to the individual needs and expectations of each family and child. Staff offer support, understanding and provide clear answers to all queries presented so that all concerned feel comfortable and supported in settling into a child education and care environment.

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

Seaford District Community Children's Centre Long Day Care service accepts enrolments of children aged between 12 weeks -5 years.

Seaford District Community Children's Centre Out of School Hours Care and Vacation Care services accepts enrolments of children aged between 5years - 12 years and ***still attending primary school.***

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 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 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 A New Tax System (Family Assistance) Act 1999.
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 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:

- When enquiring about our services, and if a space for care is available, families are strongly encouraged to visit the centre for a tour with the Director or Assistant Director to determine whether our Centre initially meets their expectations and child care requirements.
- If spaces for care are unavailable families will be placed on a waiting list and will be encouraged to contact the service on a regular basis. Waiting lists are reviewed regularly and if no contact has been made by families within a three month period they will be deleted from the list.
- When a place for care becomes available a tour of our service will be conducted by the Director or Assistant Director who will give the family information about the service including, but not limited to, programming methods, lunch box centre, incursions, excursions, inclusion, our commitment to educating families and children about Aboriginal and Torres Strait Islander Australians and cultures, 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.

- If spaces for care are available family introductory visits will be arranged in the room relevant to the child/ren's enrolment.
- Families are given an enrolment package that includes policies and room handbook to read and directed to the service website www.sdccc.com on which policies and procedures and notification forms are held. Families are invited to ask questions throughout the enrolment process.
- Discussions are held between administration 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 Director 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 can claim Child Care Subsidy online by signing into their Centrelink online account through my Gov and completing a Child Care Subsidy claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- 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 Director or Assistant Director and parents will ensure all details are finalised and complete and sign the Orientation 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.
- Enrolment of educator's children at the service is generally allowed and supported as a flexible workplace provider. The service reserves the right to terminate this arrangement if it affects the staff members ability to perform to standard their work roles, duties and responsibilities.
- 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 Director 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

Occupational Health, Safety and Welfare Act 1986

Occupational Health, Safety and Welfare Regulations 2010

Child Protection Act 1993

Education and Care Services National Regulations 2011

National Quality Standard

A New Tax System (Family Assistance) Act 1999



Seaford District Community Children's Centre Enrolment Checklist

Element 6.1.

Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.

Director/Assistant Director Name

Date:

Director/Assistant Director Signature:

	yes	N/A
All parts of the Enrolment Form completed and signed		
Parents 1, 2 DOB and CRN provided		
Child's DOB and CRN provided		
Complying Written Arrangement template signed by parent		
Enrolment lodged with Centrelink		
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:		
- medical treatment from a medical practitioner, hospital or ambulance service - ambulance transportation		
incursions		

regular excursions		
Authorised nominees		
Emergency contacts		
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:		
medical practitioner or medical service		
Medicare number		
healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis		
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:		
Medical conditions policy Child cannot attend without medication		
Administration of Medication Policy Medication must be in original container Over the counter medications not administered unless prescribed by doctor Administration of medication must be authorised in writing unless emergency. <i>Medication authorities can be endorsed by the following: medical practitioners (GPs and/or specialists), dentists, ophthalmologists, nurse practitioners, pharmacists</i> Procedures during medical emergency, including asthma and anaphylaxis		
Delivery and Collection of Children Policy Sign in/out procedure explained Procedure if parent running late to collect child		
Grievance Policy Location of complaint forms		