

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

Children (Education and Care Services) National Law NSW	
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

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 2 years and 5 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.

Priority of Access

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

- o At risk of serious abuse or neglect
- o A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

To secure a child's position families are required to pay an application fee of \$100 (includes Calvary Christian College)

Children with disabilities will be enrolled, if in the opinion of management, the Service can meet the child's needs. Additional resources and funding may be required.

In addition, Calvary Early Learning Centre gives priority to children currently enrolled in Calvary Early Learning Centre and continuing for the following year.

Waiting List

Upon Application families will be informed of availability of bookings and if there is a waiting list. Families may have a tour of the Centre and given opportunity to provide contact details, child details and preferred days. The Centre will contact family when a place becomes available and an official orientation will be given. Bookings can not be confirmed until the Application fee and enrolment form are submitted.

Enrolment Process

Initial Enquiry:

When a family has indicated their interest in enrolling their child in our Service, the following will occur:

- Those enquiring will be given Centre information
 - o Parent Handbook
 - o Fees
 - o Enrolment Procedures
 - o Families will be invited to book a tour of the Service.
- Families given a tour of the Service.
 - o 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 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 invited to ask questions and seek any further information they require.

Family given an enrolment pack:

- Information about Fees – detailing current fee structure and payment details
- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework
- ECA Code of Ethics brochure
- Enrolment Form
- Parent Handbook
- Policy documents eg. Medication, Medical Conditions, Food, Nutrition and Beverage, Rest Time Policy

Enrolment application:

- Families will be provided with vacancies, a start date and a suitable time for the child to be orientated to the Service.
- Families are required to pay the non-refundable application fee and complete all documentation before booking can be confirmed (unless this has been paid when enrolling siblings at Calvary Christian College)
- Families on a waiting list do not have to pay the \$100 application fee until a booking is confirmed.
- Families will need to 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 families provide us with some key words in the languages the child speaks at this time 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 will need to complete a Child Care Subsidy assessment online to check eligibility and entitlements to CCS which needs to be done through myGov website.
- Families are required to confirm CCS status on Mygov and sign the Complying Written Agreement before the child's starting date.
- 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 can choose to bring their child into the Service at a time that is convenient (arranged through reception) in order 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 corresponding documents including, enrolment form, CWA form, medical plans, birth certificate or passport, immunisation status and any court orders.
- It is a requirement from Family Assistance Office that immunisation information is continuous. 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. Parents must complete the 'Agreement to Withdraw non-immunised child'.
- Families are required to provide current Australian Childhood Immunisation Register (ACIR) History Statement which shows that the child is up to date with their scheduled immunisations. The ACIR is national register administered by Medicare that records details of vaccinations given to children. Please note that children's 'blue books' are not accepted.
- 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 full name, residential address, place of employment and contact telephone number of a parent.

2. The full name, residential address, date of birth and gender of the child.
3. The full name, residential address, place of employment and contact telephone number of a person who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.
4. The full name, residential address, place of employment and contact telephone number of any person authorised to collect the child from the Service. Parent must nominate who can be contacted for the collection of the child.
5. Any court orders or parenting agreements regarding the child.
6. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
7. The cultural background of the child.
8. Any special requirements notified by the family, including for example cultural or religious requirements.
9. The needs of a child with a disability or with other additional needs.
10. 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.
11. A statement indicating parental permission for any emergency medical hospital and ambulance services.
12. The name and address and telephone number of the child's doctor and the nearest public hospital.
13. Excursion permission for regular occurring outings.
14. The child's Medicare number.
15. Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis.
16. Any medical management plan, anaphylaxis Medical Management Plan or Risk Minimisation Plan to be followed with respect to a specific healthcare need, medical condition or allergy.
17. Details of any dietary restrictions for the child.
18. The immunisation status of the child.
19. CRN for child and claimant.
20. Birth Certificate.
21. Health Care Card for children enrolled in the subsidized Kindergarten program.

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 fees payment, sun safety, illness and accident and medical authorisation
- Spoken to about the non-refundable enrolment application fee
- Shown the signing in/out process
- Spoken to about appropriate clothing worn to the Service, including shoes
- Informed about children bringing in toys from home
- Introduced to child's Educators
- Taken on a tour around the Service
- Discuss medical management plan and allergies completed on file (if applicable)
- Advised about the daily report and how parents can view this
- Introduced to the room routine and Service program. This included portfolios and the observation cycle.
- Informed about Service communication – meetings, interviews, newsletters, emails etc.
- About Hats and Sunscreen
- Able to set Family Goal's for their child
- Confirm preferred method of communication

Management will ensure:

- Enrolment form is completed accurately and in its entirety

- Inform the Room leader of the new child who will be in the room, highlighting any medical conditions, interests, needs and strengths
- Immunisation certificate and birth certificate have been sighted and photocopied
- Child is added to Observation cycle
- Child is added to Service's medical characteristics sheet and distribute (if necessary)
- Enrolment lodged with DEEWR
- File for Child's information 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 Rebate and Child Care benefits is explained to families

Child Care Rebate and Child Care Benefit

- Child Care Subsidy (CCS) replaces the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
- Families will need to 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 child care fees and pay to the Service the difference between the fee charged and the subsidy amount
- By signing the CWA parents agree to pay full fees when/if subsidy is not applied.

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 room for the first day.
- 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.
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Education and Care Regulations
- Department of Human Services (Centrelink)
<https://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>
- Revised National Quality Standards

Review

Date Reviewed	Modifications	Next Policy Review Date
August 2017	Changes made to comply with Department of Human Services. Included information about benefits for families	September 2018
October 2017	Updated the references to comply with the revised National Quality Standard	September 2018

January 2018	Added child's name and birthdate to collection of information from parents	January 2019
July 2019	Updated to comply with Child Care Subsidy changes. Included a statement referring to CCS Written Arrangement updates/changes on page 5.	July 2020
October 2019	Priority Access Guidelines removed -new information added	Feb 2020