



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

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	81	Sleep and rest
	82	Tobacco, drug and alcohol free environment
	86	Notification to parents of incident, injury and trauma
	88	Infectious diseases
	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement- Anaphylaxis/Asthma
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	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
	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

Implementation

Our service accepts enrolments of children aged between 2-6 years.

The priority of the service is to provide early intervention for children with ASD and access to typical role models. Due to our specialised programs to cater specifically for these children, the benefits of attending the centre for children with other additional needs may be compromised and therefore parents would be encouraged to consider whether attending this service would be in the child's best interests.

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 service or whose families are seeking a place at the service 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 are the Priority of Access levels which the service 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.
3. Third Priority: any other child.

Within these categories priority is also given to the following children:

- A child of indigenous 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.

A child with a priority of access status three (3) under the above guidelines, may be asked to reduce their days or leave the centre, in order to make a place for a child with a higher priority of access status.

Enrolment:

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

- The family will be invited for an orientation morning from 9.00 am – 10.00 am (parents must stay) to have a tour of our service given by the responsible person in charge. Key members of staff (Directors, educators, assisting staff) will be introduced to the family.

Information about the service will also be provided, including, but not limited to;

- hours the centre is open
 - fees and late fees, deposit payable and procedure for refund of deposit
 - what each child must bring to the centre (morning tea, lunch, afternoon tea, drinks, nappies, spare clothes, ensure all personal items are labelled with the child's name, we aim to be a nut free centre, no gladwrap please)
 - Information will also be provided relating to our policies, including but not limited to our sunscreen policy, no toys from home policy and our social networking usage policy.
- Information will be provided regarding the day-to-day activities of the Pre-School room, programming methods, sleeping arrangements, incursions, inclusion, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedures, correspondence, the National Quality Framework, room routines, educator qualifications including first aid 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.
 - At the conclusion of the orientation session, the family will be advised of the availability of a place at the centre and a start date. The family will also be given an enrolment pack.
 - Tailoring an orientation process to suit the needs of the family and child are also discussed. Families are informed of the Priority of Access Guidelines, and have their position assessed as to how they place within this system if necessary (i.e. limited places at the centre). Any matters that are sensitive in nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin completing enrolment forms at this time. We also request that parents discuss their child's needs with us so that we may accommodate them 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 these languages so that educators are equipped to communicate effectively with the child.
 - Families are given a copy of the Parent Handbook and enrolment pack if they choose, and are invited to ask questions. Documents are to be returned to the service as soon as possible.
 - An enrolment fee of \$100 will be required to secure a child's placement. This will be fully refundable a week after the child's last day, provided 10 days written notice is given and fees are up to date on the last day of care.

- Families are offered an optional 2nd orientation.
- Families also need to contact the Family Assistance Office 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.
- 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.
- Upon returning documents and deposit, the following details need to be finalised:
 - Start date and days attending.
 - Family's details entered onto the Qikkids database.
 - A photo taken of the child.
 - A photo taken or provided of the primary parent/ Guardian who will be authorised for collection.
 - A locker allocated for the child and a communication file for the family.

On the child's first day:

- The child and the parent/guardian are welcomed into their room for the first day.
- The Nominated Supervisor and parents will ensure all details are finalised and completed as per the orientation/new child 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 Guidelines.
- We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.

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

Workplace Health and Safety Act 2011

Workplace Health and Safety Regulation 2011

Education and Care Services National Regulations 2011

National Quality Standard

ACECQA

Office of Early Childhood Education and Care

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: August 2015

Date for next review: August 2016