

# Enrolment Policy

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## 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
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	91	Medical Conditions Policy to be Provided to Parents
	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
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## My Time, Our Place

LO1	Children feel safe, secure, and supported
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### 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  
Rest, Relaxation and Clothing Policy  
Unenrolled Children Policy

### Who is affected by this policy?

Children  
Families  
Educators

### Implementation

Our service accepts enrolments of children who attend primary school and kindergarten.

**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 (in each room).
- 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 Education, Employment and Workplace Relations.

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 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 (refer [www.deewr.gov.au](http://www.deewr.gov.au) for current income threshold).
- 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 the service has 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.

Outside school hours care is primarily for school aged children.

**Enrolment:**

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

- A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a SunSmart 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 educators and educator and parent communication. Families are also invited to ask any questions they may have.
- Families are given a copy of the Parent Handbook to read and are invited to ask questions.
- Discussions are held between 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 Nominated Supervisor. 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 also need to contact the Family Assistance Office (Servicelink) 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.
- 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 for the first day.
- The Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Enrolment Checklist.

**Other information about our service's enrolment includes:**



New family  
checklist.pdf

- 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.
- 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 nominated supervisor decides the child's behaviour threatens the safety, health or wellbeing 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**  
**My Time, Our Place Framework for School Age Care**

## **Review**

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: September 2019**

**Date for next review: September 2020**