

## 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

## 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

### 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 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.

**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 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 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 office 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 (Centrelink) 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:**

- 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 well being of any other child at the service.

**Cancellation of enrolment****Overnight camp:**

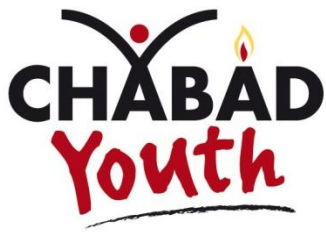
Cancellations in the lead up to camp incur \$50 cancellation fee.

Cancellations within 7 days from the start of camp will need to be paid in full.

Children who leave camp early for any reason other than a medical reason will not be refunded. Any early departures need to be booked in with the admin staff prior to the commencement of camp.

Children who leave camp early based on a medical reason **or due to a family emergency** will be refunded at the discretion of the Camp Director.


**Day camp:**



All cancellations will be in writing, via email at least 7 days notice of the start of day camp. Failure to notify Chabad Youth of non-attendance within this time frame will mean parents will be charged for day camp. There are no refunds given once camp has begun.

#### **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.

<b>Enrolment Checklist</b>		 Director
<b>Element 6.1.1</b>	<b>There is an effective enrolment and orientation process for families.</b>	
Nominated Supervisor's Name		Date:
Nominated Supervisor's Signature:		

	yes	N/A
All parts of the Enrolment Form completed and signed		
Parents 1, 2 and 3 DOB and CRN provided		
Child's DOB and CRN provided		
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:		
<ul style="list-style-type: none"> <li>• medical treatment from a medical practitioner, hospital or ambulance service</li> <li>• ambulance transportation</li> </ul>		
<ul style="list-style-type: none"> <li>• incursions</li> </ul>		

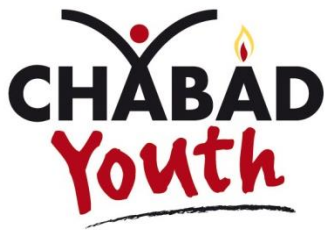
<ul style="list-style-type: none"> <li>regular excursions</li> </ul>		
<ul style="list-style-type: none"> <li>Authorised nominees</li> </ul>		
<ul style="list-style-type: none"> <li>Emergency contacts</li> </ul>		
<ul style="list-style-type: none"> <li>Persons authorised to consent to medical treatment or administration of medication (could be same as authorised nominees/emergency contacts)</li> </ul>		
Relevant health information is provided including:		
<ul style="list-style-type: none"> <li>medical practitioner or medical service</li> </ul>		
<ul style="list-style-type: none"> <li>Medicare number</li> </ul>		
<ul style="list-style-type: none"> <li>dental practitioner or service</li> </ul>		
<ul style="list-style-type: none"> <li>healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis</li> </ul>		
<ul style="list-style-type: none"> <li>Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy or anaphylaxis</li> </ul>		
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:		
<ul style="list-style-type: none"> <li>Medical conditions policy Child cannot attend without medication</li> </ul>		
<ul style="list-style-type: none"> <li>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 Procedures during medical emergency, including asthma and anaphylaxis</li> </ul>		



<ul style="list-style-type: none"> <li>• Delivery and Collection of Children Policy Sign in/out procedure explained Procedure if parent running late to collect child</li> </ul>		
<ul style="list-style-type: none"> <li>• Grievance Policy Location of complaint forms</li> </ul>		
<ul style="list-style-type: none"> <li>• Fee Policy Fees should be paid on time. Fees in arrears attract extra charges</li> </ul>		
<ul style="list-style-type: none"> <li>• Photography Policy (authorisation signed)</li> </ul>		
<ul style="list-style-type: none"> <li>• Infectious Disease Policy Any child who is unwell must not attend the Service. Children who become unwell at the Service need to be collected. If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.</li> </ul>		
<ul style="list-style-type: none"> <li>• Immunisation and Disease prevention Policy  Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service</li> </ul>		
<ul style="list-style-type: none"> <li>• Rest, Relaxation and Clothing Policy Rest practices All items should be labelled with child's name</li> </ul>		
<ul style="list-style-type: none"> <li>• Behaviour Guidance (Relationships with Children Policy)  Parents will: <ul style="list-style-type: none"> <li>• work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators</li> <li>• consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Health, Hygiene and Safe Food Policy Service has a 'healthy' eating policy Service does not allow eg nuts into the service</li> </ul>		
<ul style="list-style-type: none"> <li>• Tobacco, Drug and Alcohol Policy No smoking on premises allowed including car park</li> </ul>		



<ul style="list-style-type: none"> <li>Parental Interaction and Involvement in the Service Policy Family input procedures eg "what did you do on the weekend" sheets</li> </ul>		
<ul style="list-style-type: none"> <li>Environmental Sustainability Policy Measures taken to promote sustainability</li> </ul>		
Bond and Administration Fee paid in full		
Credit reference check permission form signed.		
Direct Debit form completed/method of payment for fees established		
Tour of service and introduction to educators		



## Sources

Occupational Health and Safety Act 2004  
Public Health and Wellbeing Act 2008  
The Child Wellbeing and Safety Act 2005  
Occupational Health and Safety Regulations 2007  
Children, Youth and Families Act 2005  
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: March 1<sup>st</sup>, 2016**

**Date for next review: March 1<sup>st</sup>, 2017**