

## Termination of Enrolment Policy

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### NQS

QA6	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- The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	6.2.2	Access and participation - Effective partnerships support children's access, inclusion and participation in the program
QA7	7.1.2	Management systems- Systems are in place to manage risk and enable the effective management and operation of a quality service.

### National Law

Section	3	Objectives and guiding principles
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### National Regulations

Regs	155	Interactions with Children
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### Aim

To provide a safe and financially sustainable environment which promotes the wellbeing of all children and employees.

### Related Policies

- Additional Needs Policy
- Behaviour Guidance Policy
- Educator and Management Policy
- Fees Policy
- Work health and Safety Policy

## Implementation

### Health, Safety and Wellbeing

The Approved Provider and Nominated Supervisor have a legal duty of care to ensure the health, safety and wellbeing of all children, employees and volunteers at the service. They must also ensure all children make satisfactory progress towards the learning outcomes of the approved learning framework.

To promote these outcomes the Nominated Supervisor and educators work in partnerships with families and outside professionals where relevant to ensure all children feel included, can participate in the curriculum, receive the guidance and support they need, and are supported with individualised education plans or behaviour plans if required. This includes providing families with relevant information about support services and professionals, and/or parenting and child development issues.

The Nominated Supervisor and educators will document all strategies and practices implemented at the service to support children with identified needs, and the details of all communication, or attempts at communication, with families and outside professionals.

On rare occasions it may be necessary to terminate a child's enrolment if their safety, or the safety and wellbeing of other children and staff at the service is, or is likely to be compromised. This will only be considered after every reasonable effort has been made, in consultation with families, to implement practices which meet the child's needs and support their learning.

### Non-compliance with Service Policies and Procedures

The Nominated Supervisor may also terminate a child's enrolment if the child's family consistently refuses to comply with service policies and procedures including:

- Fees Policy which requires all fees be paid on time and children are collected before the centre closes
- Code of Conduct Policy which requires families /carers to interact with staff in a respectful, non-threatening manner at all times
- Additional Needs Policy and Behaviour Policy which require families work with educators to ensure their child receives the best possible support and do not adversely affect the learning environment for other children at the service.



### **Termination**

If terminating a child's enrolment, the Nominated Supervisor will advise the family in writing that their child's enrolment will be terminated, the reason for the termination including actions taken to assist the child and family, how much money the family owe the service or will receive on termination, and the effective date of termination. This date will be at least two weeks from the date of the letter unless the safety and wellbeing of children or staff is at risk. In this case the two week notice period may be waived.

### **Sources**

**Education and Care Services National Law and Regulations**

**National Quality Standard**

**Occupational Health and Safety Act 2004**

**Occupational Health and Safety Regulations 2007**

### **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: November 1<sup>st</sup> 2018**

**Date for next review: November 1<sup>st</sup> 2019**