

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 Standards (NQS)

Quality Area 2: Children's Health and Safety	
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.

Quality Area 6: Collaborative partnership with families and communities	
6.1	Respectful supportive relationships with families are developed and maintained.
6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.
6.3.1	Links with relevant community and support agencies are established and maintained

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 from Pre-Primary to Year 6.

Enrolments will be accepted providing:

- a) The maximum daily attendance does not exceed the licensed capacity of the Service
- b) A vacancy is available both for the booking required and in the agreed number of children is in accordance with the licensing requirements
- c) The adult to child ratio is maintained

Priority of Access guidelines

The Federal Government has set specific priorities of access to childcare services. This means that when OSCA is full, those families who are in the third priority category may be asked to alter their care arrangements to allow a family with higher priority to access the service. Priorities are as follows:

- **First Priority:** a child at risk of serious abuse or neglect;
- **Second Priority:** a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- **Third Priority:** any other child.

Within these main categories priority may also be given to the following children:

- children in Aboriginal and Torres Strait Islander families;
- children in families which include a disabled person;
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or who or whose partner are on income support;
- children in families from a non-English speaking background;
- children in socially isolated families; and
- children of single parents.

A child who is categorised as a Priority 3 child may be required to vacate a place to make room for a child who is a higher priority. Should this occur, the parent will be given 14 days' notice of the need for their child to vacate care on a given day.

Enrolment:

Enrolment Process – Before and After School Care:

- A new enrolment form must be completed every year for before and after school care
- New enrolments for the current year can be made at any time throughout the school year; however, no guarantee of a place can be made as waiting lists do apply. As places become available staff will contact the parents named on the enrolment form as soon as practicable. Enrolments for the

current year or for subsequent years must be on the official enrolment form relating to the year applied for.

Enrolments will be processed in the following order:

1. Existing families continuing care retain their same places from the current year provided that enrolment forms are received by the due date
2. Existing families with a new sibling commencing school who requires care on the same days the family currently utilises are offered care for these same days provided that enrolment forms are received by the due date and there is a place available
3. New families and existing families with new care requirements are offered care provided there is a place available, these are prioritised according to the date received.

Priority of Access Guidelines are followed and will apply prior to or in conjunction with the fulfilment of any of the above-mentioned processing arrangements.

Enrolment for subsequent years:

- Enrolment forms for the following year are made available in Term 4. Families with a current enrolment will be provided with an earlier closing date for return than families seeking a new enrolment.
- If a family wishes to discontinue care they should complete a Notification of Cessation of Care form, available from the Centre.

Enrolment process – Vacation Care:

- A separate enrolment form must be completed for each vacation care program.
- Enrolments will not be taken unless they are on the official form.
- Vacation care places are open to children other than children that are students of Mount Hawthorn Primary Schools.
- Enrolment forms are made available 2 weeks prior to the end of each term for the next school holidays. Enrolments are prioritised using the same criteria as for before and after school care.

Kindergarten Children:

- Mt Hawthorn Out of School Hours Centre does not cater for kindergarten children.
- Children must have commenced their pre – primary schooling in order to be eligible to be enrolled in the before and after school care and vacation care programs.

Booking Conditions:

- For all service types, all days booked must be paid for, including days when a child is unable to attend. If the child is unable to attend the place may be “sold” by OSCA to another child, no fee will be charged for that day.

Cancelations:

- To cancel BSC and ASC permanent places, the office will need a 4two-week written notice in order to finalise the end date and final invoice. If a casual BSC, ASC or vacation care booking needs to be cancelled, OSCA will try to on sell that session. **If we are unable to do so you will be eligible for the payment for that session.**

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, 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.
3. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.
4. The full name 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. The gender of the child
6. Any court orders or parenting agreements regarding the child
7. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
8. The cultural background of the child
9. Any special requirements notified by the family, including for example cultural or religious requirements
10. The needs of a child with a disability or with other additional needs
11. 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.
12. A statement indicating parental permission for any emergency medical hospital and ambulance services
13. Excursion permission for regular occurring outings
14. Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis
15. 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
16. Details of any dietary restrictions for the child
17. The immunisation status of the child
18. CRN for child and claimant

Orientation of the Service:

During the orientation of the Service, families will be:

- Given the Service enrolment form to be completed
- Advised that Mt Hawthorn Primary School Website will show the Service policies and parent handbook, enrolment forms, vacation care programs and extracurricular permission forms
- Shown the signing in/out process

- Spoken to about appropriate clothing worn to the Service, including shoes
- Informed about children bring 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)
- Introduced to the room routine and Service program.
- 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
- Immunisation certificate and birth certificate have been sighted and photocopied
- Add child to Observation cycle
- Add child to Service's medical characteristics sheet and distribute (if necessary)
- Enrolment lodged with DEEWR
- File for Child's information created
-

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 bag can be put.

Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
-

Review

Policy Review Date
November 2017