

# Enrolment Policy

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Enrolment and orientation are 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 |  |
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| 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 always adequately supervised.   |
| 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 |  |
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| 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 |   |
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| 77  | Health, hygiene and safe food practices |
| 78  | Food and beverages                      |
| 79  | Service providing food and beverages    |

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| 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 Educator 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:

- **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 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 for each new year:

1. All enrolments for the new calendar year will be allocated on a first in first served basis for all families (current and new) that submit an enrolment form for the new year's BSC/ASC
2. Existing families continuing care need to reapply for places for the new year to obtain places again providing the enrolment forms are received by the due date
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 the first day of the start of Term 4.
- If a family wishes to discontinue care, they should let the Centre know via written email confirmation.

#### Enrolment Cancellation:

- OSCA preserves the right to cancel the care of my child when, in its discretion, it considers that to do so would be in the interests of OSCA. OSCA will provide reasonable notice of any exercise of this discretion and will refund any payments made in advance.

#### Enrolment process – Vacation Care:

- A separate booking form must be completed for each vacation care program.
- Enrolments will not be processed unless families have enrolled on the official BSC/ASC form for the current year.
- Vacation care places are open to children other than children that are students at Mount Hawthorn Primary Schools.
- Enrolment forms are made available 3 weeks prior to the end of each term for the next school holidays.
- Places will be allocated on a first in first served basis for all days booked for the vacation care days booked.
- If a child is on a wait list for any required day, OSCA will inform families once a place becomes available.
- If a child is absent for any reason during vacation care booked days, parents will still be eligible for the fees. If OSCA can on sell your day that your child no longer requires, you will not be billed for that session.
- Once parents received the confirmation email from OSCA for days booked, they will be accountable for the fees for all days booked.
- If we have a wait list and can on sell the day your child is absent, no fees will be recorded against your invoice.

#### Kindergarten Children:

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

#### Booking Conditions:

- For all service types, all days booked must be paid for, including days when a child is unable to attend

### Cancelations:

- To cancel BSC and ASC permanent places, the office will need a two-week written notice to finalise the end date and final invoice

### 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 parent

### 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 out Of School Hours Centre webpage will show the Service policies and parent handbook, enrolment forms, vacation care programs and extracurricular permission forms
- Shown the electronic signing in/out process
- Speak to families about appropriate clothing worn to the Service, including shoes
- Informed about children bring in toys from home
- Introduced to child's Educators if possible
- Taken on a tour around the Service

- Discuss medical management plan and allergies completed on file (if applicable)
- Introduced to the OSCA routine and program.
- Informed about Service communication – meetings, interviews, emails etc.
- Discuss Hats and Sunscreen policy.

**Management will ensure:**

- Enrolment form is completed accurately and in full
- Immunisation certificate and birth certificate have been sighted and photocopied
- Enrolment lodged with MyGov
- 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

**Source**

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| <ul style="list-style-type: none"><li>• The Business of Childcare, Karen Kearns 2004</li><li>• Education and Care Services National Regulation 2015</li></ul> |
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**Review**

| Policy Review Date |
|--------------------|
| November 2021      |