Enrolment Policy

Quality Area 6: Collaborative partnerships with families and communities.

Standard 6.1: Respectful supportive relationships with families are developed and maintained.

Standard 6.2: Families are supported in their parenting role and their values and beliefs about child rearing are respected.

Standard 6.3: The service collaborates with other organisations and service providers to enhance children’s learning and wellbeing.

Children enrolled in the child care program must be under six years of age

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 in the following age groupings:

- 4-5 years

The Australian Government has a set of priority of access guidelines for all children’s services eligible for Child Care Benefit. Families meeting these guidelines receive priority access to a service:

- Children at risk
- Children in working families (both partners and one in case of a single family)
- Children in families of Aboriginal or Torres Strait Island origin
- Children in families which include a disabled person
- Children in families with a low income health care card
- Children in families from a non-English speaking background
- Children in families that are socially isolated
- Children of single parents

When an enquiry is made, the child’s name is added to the Service’s waiting list.

Children with disabilities will be enrolled, if in the opinion of the Director, the Centre can meet the child’s needs. Additional resources and funding may be required.

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, residential address, place 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. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.
3. The full name, residential address, place of employment 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

4. The gender of the child

5. Any court orders or parenting agreements regarding the child

6. The primary language spoken by the child; if the child has not learnt to speak, the child’s family’s language

7. The cultural background of the child

8. Any special requirements notified by the family, including for example cultural or religious requirements

9. The needs of a child with a disability or with other additional needs

10. 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.

11. A statement indicating parental permission for any emergency medical hospital and ambulance services

12. The name and address and telephone number of the child’s doctor and the nearest public hospital

13. Excursion permission for regular occurring outings

14. The child’s Medicare number

15. Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis

16. 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

17. Details of any dietary restrictions for the child

18. The immunisation status of the child

19. CRN for child and claimant

On enrolment, the family will need to provide the child’s birth certificate, to be copied and kept on the child’s file and their immunisation history (Blue Book), also to be kept on file.

Any child who is not immunised must be kept away from the Service if and when an outbreak of an immunise-able infectious disease occurs to protect that child and to prevent further spread of infection. In the instance of the child being immunised and the Blue Book immunisation record is not provided to the Service – the child would be viewed as not being immunised.
Unborn children may be placed on the waiting list to avoid the unfair allocation of places that would occur if children could only be placed onto the list once born.

If an unborn child is placed on the waiting list, then it is the responsibility of the parent to inform the Nominated Supervisor of the name and date of birth of the child within three months after the expected birth date. If this information is not provided then the child and family details will be removed from the list.

It is the family’s responsibility to keep the Centre informed of any changes to the information recorded on the application form.

Orientation is an important experience for all stakeholders in the Service, for the child to feel supported and secure in the environment, the family to have any questions answered and to meet and share information with the Educators and for the Educators to initiate a connection with the child with the support of a family member and also the family, explaining routines and seeing how best we can support the family and child.

Orientation is available to all families, preferably during the morning for at least 3 times before the start date. A family member must always remain at the Service to maintain ratios.

Families will be offered to take home a copy of the Service’s Policy Manual to review.

On enrolment, families will receive an Enrolment Pack which includes;

- Current fee structure and payment details
- Policies including, but not limited to, those required under Regulation 168
- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework
- Information Booklet with general information about communication, nutrition and illness etc.; and
- ECA Code of Ethics brochure

ENROLMENT ORIENTATION CHECKLIST

- Enrolment forms completed
- Policies discussed i.e. sun safety, accident and medical authorisation
- Advance fee payment explained
- Information Booklet provided and discussed
- Signing in/out process
- Clothing and toys brought to Service discussed
- Introduced to child’s Educators
- Tour around the Service
- Procedure for administration of medications discussed
- Medical management plan completed on file (if applicable)
IN THE ROOM CHECKLIST

- Introduction to routine and programming, including Observations
- Newsletter
- Day Journal
- Where to find lunch box, sunscreen, locker
- Family Goal’s sheet for the child
- Confirm family’s preferred method of communication

ADMINISTRATION CHECKLIST

- Enrolment form with important information highlighted has been given to the Room Leader
- Immunisation certificate and birth certificate sighted and photocopied
- Add child to Observation lists
- Add child to Service’s medical attributes sheet and distribute (if necessary)
- Service’s computer system has been updated
- Enrolment lodged with DEEWR
- File for Child’s information created
- 3 weeks in, send out survey on orientation experience to review the orientation and enrolment process

This policy was made with consideration to Education and Care Services National Regulations, National Quality Standard, Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000, included in the Legislative Extracts, Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, Guide to the National Quality Standard, Priority for allocating places in child care services

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