

# Enrolment Policy

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## NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

## 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
	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	

## EYLF

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  
Sleep, Rest, Relaxation and Clothing Policy  
Unenrolled Children Policy

## Who is affected by this policy?

Children  
Families  
Educators

## Implementation

Our service accepts enrolments of children aged between 6weeks-6 years.

### **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 and in each room.
- A vacancy is available

Where limited vacancies are available, we may prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment in line with the Federal Government's Priority of Access' guidelines. Within these categories we may also prioritise children in:

- Aboriginal and Torres Strait Islander families
- families with a disabled person
- families on low incomes
- families from a non-English speaking background
- socially isolated families
- single parent families.

If we are providing a funded kindergarten program, we must meet the Victorian Government's Priority of Access criteria and will prioritise the enrolment of children who:

- are at risk of abuse or neglect
- are Aboriginal and Torres Strait Islander
- are asylum seekers or refugees
- are eligible for the Kindergarten fee subsidy
- have additional needs ie require additional assistance to participate, have an identified specific disability or developmental delay, require various services which are individually planned.

**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 educator in the room the child will be starting in 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. 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 at this time. 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 can claim Child Care Subsidy online by signing into their Centrelink online account through my Gov and completing a Child Care Subsidy claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- 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.

- We will formally advise families in writing if their child is receiving a funded kindergarten program.

#### **On the child's first day:**

- The child and their family are welcomed into their room for the first day.
- The Nominated Supervisor 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.
- There are strict immunisation requirements for children who are enrolled at our service. 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.

#### **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.

## **Sources**

**Public Health and Wellbeing Act 2008**

**The Child Wellbeing and Safety Act 2005**

**Children, Youth and Families Act 2005**

**Occupational Health & Safety Act 2004**

**Occupational Health and Safety Regulations 2007**

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

**National Quality Standard**

**A New Tax System (Family Assistance) Act 1999**

**Early Years Learning Framework**

**Kindergarten Funding Guide: Department of Education and Training**

## **Review**


The policy will be reviewed annually by: Management, Employees, families and interested parties.

**Reviewed: 3/2/2020**

**Date for next review: 3/2/2021**

**Version 2**

**4/8**

<b>Enrolment Checklist</b>		 Director
<b>Element 6.1.1</b>	Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.	
Nominated Supervisor's Name		Date:
Nominated Supervisor's Signature:		

	yes	N/A
All parts of the Enrolment Form completed and signed		
Parents/Guardian DOB and CRN provided		
Child's DOB and CRN provided		
Complying Written Arrangement template signed by parent		
Enrolment lodged with Centrelink		
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.  (child fully immunised or has appropriate exemptions – refer Immunisation Policy)		
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> </ul>		
<ul style="list-style-type: none"> <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>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</li> </ul> <p>Child cannot attend without medication</p>		
<ul style="list-style-type: none"> <li>Administration of Medication Policy</li> </ul> <p>Medication must be in original container</p> <p>Over the counter medications not administered unless prescribed by doctor</p> <p>Administration of medication must be authorised in writing unless emergency</p> <p>Procedures during medical emergency, including asthma and anaphylaxis</p>		
<ul style="list-style-type: none"> <li>Delivery and Collection of Children Policy</li> </ul> <p>Sign in/out procedure explained</p> <p>Procedure if parent running late to collect child</p>		

<ul style="list-style-type: none"> <li>Grievance Policy</li> </ul> <p>Location of complaint forms</p>		
<ul style="list-style-type: none"> <li>Fee Policy</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</li> </ul> <p>Any child who is unwell must not attend the Service.</p> <p>Children who become unwell at the Service need to be collected.</p> <p>If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.</p>		
<ul style="list-style-type: none"> <li>Immunisation and Disease prevention Policy</li> </ul> <p>Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service</p>		
<ul style="list-style-type: none"> <li>Sleep, Rest, Relaxation and Clothing Policy</li> </ul> <p>Service implements safe sleeping practices as recommended by Sids and Kids</p> <p>Sleep and rest practices</p> <p>Children should wear comfortable clothing that can get dirty</p> <p>All items should be labelled with child's name</p>		
<ul style="list-style-type: none"> <li>Behaviour Guidance (Relationships with Children Policy)</li> </ul> <p>Parents will:</p> <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>		
<ul style="list-style-type: none"> <li>Health, Hygiene and Safe Food Policy</li> </ul> <p>Service has a 'healthy' eating policy</p> <p>Service does not allow eg nuts into the service</p>		
<ul style="list-style-type: none"> <li>Tobacco, Drug and Alcohol Policy</li> </ul> <p>No smoking on premises allowed including car park</p>		

<ul style="list-style-type: none"> <li>• Parental Interaction and Involvement in the Service Policy</li> </ul> <p>Family input procedures eg “what did you do on the weekend” sheets</p>		
<ul style="list-style-type: none"> <li>• Direct Debit form completed/method of payment for fees established</li> </ul>		
<ul style="list-style-type: none"> <li>• Tour of service and introduction to educators</li> </ul>		