

# Enrolment Policy

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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.

## Implementation

Our service accepts enrolments of children aged between **6 weeks – 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.
- A vacancy is available. (Please see Priority of Access Guidelines below.)

### Priority of Access Guidelines:

Children who are enrolled at the centre or whose families are seeking a place at the centre will be given Priority of Access in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs.

Below is the Priority of Access levels which the centre must follow when filling vacancies.

1. A child at risk of serious abuse or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test.
3. Any other child.

Within these three categories priority is also given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Upon enrolment families will be notified of their priority and advised that if they have no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

**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. Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. 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 also need to contact the Family Assistance Office to have their eligibility for Child Care Benefit assessed. When these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.

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

- The child and their family are welcomed into their room for the first day.
- The Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Orientation 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. This will be carried out in line with our obligations under the Priority of Access Policy.

- We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.

### Primary Care Giving

A member of staff will be assigned to play an active role in your child's day and develop a good understanding of his/her routines.

Primary care educators are responsible for the same children each time they attend. Other team members will also interact with each child in the room.

Some of the tasks of the Primary Carer include:

Greeting children and families, exchanging information and updating information

Assisting with transitions to and from group settings

Interactions during play to build relationships

Monitoring developmental progress and recording progress in child's folder

Serving meals ( being aware of allergies)

Checking and changing nappies

Dressing and settling child to sleep

Providing a caring, sensitive environment for all children

Feedback to parent/caregivers at the end of the day either verbal or written

Primary care giving continues throughout the Centre as your child moves to the next stage. A developmental folder containing progress notes and examples of your child's work will be kept and passed onto the new primary care educator. The folder is given to you when you leave the Centre as a record of your child's time spent in our education and care.

### Security and Collection of Children

The security and collection of children are of great importance to the Centre as well as Parents.

Procedures for delivery and collection of children must be clearly understood by the parent/authorised person. Educators will assist in ensuring that these procedures are strictly adhered to.

Daily times in and out, as well as signatures must be recorded on the Attendance Register, alongside your child/ren's name. These registers are located in each room. This is a requirement of the DEEWR which provides Child Care Benefit for Centre users.

Staff must be advised when children are brought in and leave the Centre.

Only authorised persons nominated by the enrolling parent/guardian on the enrolment form may collect children from the Centre. Staff must be notified beforehand by the enrolling parent/guardian if any other person (other than those nominated) will be collecting children from the Centre. 'Authority for Collection of child from Centre' form must be filled out if a person not previously authorised to collect will be collecting children. If staff are unable to identify or are unsure of the person collecting the child photo identification will be requested. Children will not be released to unauthorised people.

Doors and gates must be securely closed on entry and exit from the Centre.

The Centre must be notified of any relevant issues (custody orders). These will need to be sighted and recorded by the Director.

The Centre is not licensed to stay open after 6:30pm. Children not collected by this time and whom an authorised person cannot collect, may be referred to Crisis Care by the Director.

### **Procedure for non- collection of children**

- Under no circumstances are staff authorised to take a child out of the Centre to home or any other place.
- Qualified staff are responsible for contacting parents and any emergency numbers on the enrolment form.
- If unsuccessful in notifying the enrolment contacts, the qualified staff are to contact the Director, or if unavailable the Director of the other Campus, or the Chairperson of the Management Committee for further instructions.
- Staff will be instructed by the Director on the action to take. This may include calling Crisis Care however only if instructed to do so by the Director.
- Staff have a duty of care to all children in their care and must stay at the Centre. With the child until the appropriate person as designated by the Director collects the child.
- Centre staff instructed to call Crisis Care should have already the child's contact information and belongings for Crisis Care staff.
- For personal security, both staff members must stay at the Centre until Crisis Care arrives.
- A notice must be placed on the door to inform parent/caregiver of the contact number for Crisis Care.

N.B. Full policy available in foyer of centres