



## Enrolment Policy & Procedure

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### Statement

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.

### Background

The *Education and Care Services National Regulations* have requirements in regard to the collection of children.

In the National Quality Framework, this policy has links to QA2 & QA6.

### Legislative Requirements

Section/regulation	Description
Section 160	Child enrolment records to be kept by approved provider and family day care educator
Section 161	Authorisations to be kept in enrolment record
Section 168	Education and care service must have policies and procedures
Section 177	Prescribed enrolment and other documents to be kept by approved provider

NQF	
Quality Area 2	Children’s Health and Safety
Quality Area 6	Collaborative partnerships with families and communities

### Procedure

Our service accepts enrolments of children aged between 0-6 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 service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Department of Human Services.

Below are the Priority of Access levels which the service 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 the service has 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 and there is a position available, the following will occur:

- A tour of our service. During this tour, the Nominated Supervisor/educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, 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 the service 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 as above, 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. 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. When enrolling parents are not fluent in English, the Nominated Supervisor will assist or encourage parent to liaise with someone who can assist.

- Families also need to contact the Services Australia (Centrelink) to have their eligibility for Child Care Subsidy assessed. If 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.
- The Immunisation History Statement must be accessed from your myGov account and sent to the Service. It is a government requirement for current immunisation records to be held at the Service and updated as required.
- Families will be invited to bring their child into the Service at a time that suits them and the Service, so the child and family can familiarise themselves with the environment. The family will be encouraged to leave the children for 30-60 minutes to help them to become familiar with the environment and the educators. This can happen on a number of occasions before commencement.
- Before the child begins their first day with us, the Service must have all required documentation for the child, including the enrolment form. The child will not be accepted into the Service without these being completed.

#### **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.

#### **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.
- All children attending the service must be immunised unless they have a recognised exemption.
- Enrolment information will be updated annually, at transitions or when family circumstances change to ensure information is current and correct
- Two weeks notice in writing must be given when a child is withdrawn from care; full fees still apply if the child does not attend during those two weeks. The full bond will be used to cover fees as CCS cannot be attached.

## **Sources**

Services SA

## **Links to other Policies**

Acceptance and Refusal of Authorisation Policy  
Administration of Authorised Medication Policy  
Delivery and Collection of Children Policy  
Immunisation and Disease Prevention Policy  
Medical Conditions Policy  
Record and Retention Policy

## **Ongoing training**

N/A

## **Review**

The policy will be reviewed annually.

**Reviewed: October 2022**

**Date for next review: October 2023**