

Enrolment Policy

Scope

This policy applies to children, families, staff, Approved Provider, Nominated Supervisor, management, and visitors of the Preschool.

Statement

Enrolment and orientation are an exciting and sometimes, an emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Preschool. Such partnerships enable the Preschool and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Preschool.

Legislative Requirements

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
S175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy
91	Medical conditions policy to be provided to parents

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
102D	Authorisation for service to transport children
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

Related Legislation

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	See all related legislation for Child Care Provider Handbook in Appendix 1 https://www.education.gov.au/child-care-provider-handbook-0
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

Related Policies

Acceptance and Refusal Authorisation Policy	Incident, Injury, Trauma and Illness Policy
Additional Needs Policy	Interactions with Children, Families and Staff Policy
CCS Governance Policy	Medical Conditions Policy
Children's Belongings Policy	Orientation of New Families Policy
Control of Infectious Disease Policy	Payment of Fees Policy
Dealing with Complaints Policy	Privacy and Confidentiality Policy
Delivery of children to and collection from	Record Keeping and Retention Policy
Education and Care Service Premises Policy	

Excursion/Incursion Policy Family Communication Policy Immunisation Policy	Safe Transportation Policy Sick Children Policy Sun Safe Policy Withdrawal of a Child Policy
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Goal

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 Preschool to promote positive outcomes for children whilst adhering to legislative requirements.

Strategies

All strategies detailed below are to be endeavoured to be implemented to the extent reasonably practicable.

Enrolment

According to the Child Care Provider Handbook (August 2022) *'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy and the childcare service.'* An enrolment notice is required for each child attending the Preschool. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

Implementation

Our Preschool accepts enrolments of children aged between 3 years - 5 years of age.

Enrolments will be accepted providing:

- the maximum daily attendance does not exceed the licensed capacity of the Preschool
- a vacancy is available for the booking required
- the adult to child ratio is maintained in each room.

Priority of Access

Our Preschool aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment
- a child who is 4 years of age eligible to commence formal schooling the following year.

Providers are asked to (but are not legally obliged to prioritise children). CCS Handbook p.51

Waitlist

Families are encouraged to place their child's name on the Preschool's waitlist at their earliest convenience. The waitlist form should be completed and returned with the non-refundable fee. Families

are responsible for advising in writing any changes to details submitted on their child's waitlist form. Enrolment offers commence in July for the following year and offers are made to children on our waitlist.

Enrolment

Three-day positions, on Monday, Tuesday and Wednesday, will be offered first to children going to school in the following year. Two-day positions, on Thursday and Friday, will be offered to the remaining successful applicants.

A letter of offer will be sent containing a start date and an acceptance and acknowledgement form. To secure a child's position families are required to sign and return the acceptance and acknowledgement form and pay the acceptance fee.

The acceptance fee is not refundable unless:

- the child completes their last year (prior to leaving for school) at Preschool, and all other outstanding fees have been paid to the Preschool in full; or
- the child commences and departs the Preschool prior to the end of the year, four weeks prior written notice has been given to the Director, and all fees have been paid in full up to the exit date. (Notice of withdrawal cannot be given and will not be accepted at any time during the final four weeks of the Preschool year.

Children with disabilities will be enrolled, if in the opinion of management, the Preschool can meet the child's needs. Additional resources and funding may be required through inclusion support programs.

When a family has accepted a position at Preschool, we will share enrolment information and commence building relationships.

- Families will be provided with a range of information about the Service which may include:
 - the service philosophy, inclusion, programming methods, incursions, excursions, fees, Child Care Subsidy, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for our State, Early Years Learning Framework, the National Quality Framework, signing in and out procedure, room routines, educator qualifications, introduction of educator in the room the child will be starting in, and educator and parent communication strategies.
- Families will be invited to ask questions and seek any further information they may require
- Families will be invited to bring their child into the Service to familiarise themselves with the environment and educators as part of the Orientation process
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs or plans.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs

- If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words. Educators may use visuals to assist the child’s understanding and be able to communicate with others.
- Families who wish to receive CCS as reduced fees must apply for CCS through the myGov website/app, this includes completing the Child Care Subsidy activity test.
- It is a legal requirement that prior to the child starting at the Service we have all required documents including
 - the completed enrolment form
 - medical management plans (if relevant) completed by the child’s general practitioner
 - birth certificate or passport
 - a current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age *and*
 - details of any court orders, parenting orders or parenting plans
- It is a requirement of the Family Assistance Office that immunisation information held by the Service is kept current. Parents are reminded mid-way through the year to provide any immunisation updates to the Service in order to continue receiving childcare subsidy.
- Children must meet the immunisation requirements to be eligible for Family Tax Benefit (FTB) Part A and Child Care Subsidy (CCS). Some exemptions apply; however families are advised that vaccination conscientious objection is not a valid exemption.
- Parents must notify the Service if their child is not up to date with their immunisations for their age via the enrolment form and attach the required documentation on their *AIR immunisation History Statement*.
- In NSW, to attend childcare, children must be fully immunised or on an approved vaccination catch-up program. If a child cannot be immunised due to a medical condition they may still be enrolled at the service with supporting documentation (Medical Exemption Form). If a child is on a ‘catch-up’ schedule for immunisations they may still be enrolled at the Service. The child’s immunisation history statement will indicate that the child is on a catch-up schedule. [read more [here](#)]
- It is the family’s responsibility to keep the Service informed of any changes to the information recorded on the application form.

Families will provide the following information on the enrolment form:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number
2. Each parent's occupation and work hours
3. The full name, residential address and contact telephone number of at least 2 persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominees)
4. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Preschool (authorised nominee)
5. Full name of the child, date of birth, gender, residency status, cultural background and residential address
6. Complying Written Agreement including fee information
7. Australian Immunisation History Statement
8. Any court orders or parenting agreements regarding the child
9. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
10. Any special requirements of the family, including for example cultural or religious requirements
11. The individual needs of a child with a disability or with other additional needs
12. A statement/authorisation indicating the name and address and contact details of any person who is authorised to consent to the administration of medication to the child
13. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
 - medical treatment for the child from a registered practitioner, hospital or ambulance service
 - transportation of the child by an ambulance service
14. Child's Medicare number (if available)
15. Specific healthcare needs of the child, including allergies and intolerances
16. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
17. Details of any dietary restrictions for the child
18. The name, address and telephone number of the child's doctor
19. Authorisation for regular occurring transportation and regular outings/excursions
20. CRN for child and claimant
21. *Start Strong* Fee Election form, if applicable.

Enrolment Pack

Once the Enrolment forms have been completed and received, families will be provided with an enrolment pack which consists of:

- Parent Handbook, which outlines the Preschool's operation and philosophy
- Current fee structure and payment details
- Child Care Subsidy (CCS) information
- Information about the online Storypark platform

- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework
- ECA Code of Ethics brochure
- Lunchbox and Snack ideas
- Munch and Move Fact Sheets
- SunSmart requirements

The Director will ensure:

- the enrolment forms including Membership of the Association, Parent Participation, First Aid Products are completed accurately and, in their entirety
- authorisations are signed by a parent/guardian
- a child with medical needs does not begin at the Preschool unless a medical management plan is received and medication is provided to the Preschool
- the child's Medical Management Plan is recorded, and this information is shared/distributed to educators
- Action Plans are completed in full by a specialist or general practitioner (if relevant)
- Administration of Medication forms are completed (if relevant)
- the Medical Conditions Policy is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Preschool
- Risk Minimisation Plans and Communication Plans are requested/completed with parents for children with medical needs before the child begins education and care at the Preschool
- the appropriate Class Teacher is informed of the new child including any medical conditions, interests, developmental needs, and strengths.
- Australian Immunisation history statement has been sighted and a copy placed in the child's enrolment file.
- the child is added to Storypark and an invitation to join has been sent to a parent.
- the enrolment is lodged through Qikkids, and
- a file for the child's information is created and stored securely.

Families will:

- complete all documentation required by the Preschool for enrolment
- provide required authorisations as indicated on enrolment form
- notify the Preschool of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.

Child Care Subsidy

[Child Care Subsidy](#) (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. There are three factors that determine a family's level of CCS. These are:

- [Combined annual family income](#)
 - [Activity test](#) – the activity level of both parents
 - [Service type](#) – type of child care service and whether the child attends school
- Documentation may be required such as Australian driver licence, Australian passport, Foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate
 - Families are provided with a Customer Reference Number (CRN)
 - Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
 - Families will contribute to their childcare fees and pay the Preschool the difference between the fee charged and the subsidy amount- generally called the 'gap fee'
 - Families may also be eligible for [Additional Child Care Subsidy](#) depending upon their circumstance.

Complying Written Arrangement Procedures

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement (CWA)* and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
 - the names and contact details of the provider and the individual(s)
 - the date the arrangement starts
 - the name and date of birth of the child (or children)
 - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
 - the usual start and end times for these sessions of care
 - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
 - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- Where there are certain changes (fees or booked days) to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.
- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.

Additional Childcare Subsidy Procedure

Our Preschool will ensure all ACCS applications are managed in line with the [Guide to Additional Child Care Subsidy \(child wellbeing\)](#) and [CCS Handbook](#):

- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect.
- Once a child has been identified as 'at risk' the Preschool will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing).
- If the Preschool deems the child is eligible for ACCS the Preschool will submit an initial ACCS Certificate for a 6 week period.
- The Preschool needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate.
- If further ACCS (Child Wellbeing) is required following the initial 6 week certificate the Preschool may apply for a Determination for a period of up to 13 weeks.
- Following an application for an ACCS 6 week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency
- Following an application for an ACCS 12 week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less than 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'.
- If the child continues to be 'at risk; after the initial 13-week determination, then the provider needs to lodge a subsequent determination application.

Enrolment Record Keeping

Our *Retention of Records and Documents Policy* outlines the information and authorisations that we will include in all child enrolment records.

On the Child's First Day

Consideration will be given to the current arrival and departure procedures and to each family regarding the initial settling in period and strategies may be offered to assist both parents and the child. Parents will be reassured that they are able to contact the Preschool at any time during the day to 'check' in on their child and request help with separation if this is a problem for their child.

On the first day, the child and their family will be welcomed by the Director and shown where or how to sign their child in/out of the Preschool.

- They will be greeted by an educator and walked to their room
- The educator will discuss what is happening in the room, and show where the child's locker and bathroom is located
- Information about collecting their child at the end of the day will be discussed
- Educators will ensure information about the child's first day is shared with parents
- Management and educators will ensure the enrolment checklist has been completed and all required documents and information has been received from families.

Continuous Improvement/Reflection

Our Enrolment Policy will be updated and reviewed annually in consultation with families, staff, educators and management.

Source

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Education. (2022) Child Care Provider handbook

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education. (2022) Guide to Additional Child Care Subsidy (child wellbeing)

<https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

Department of Human Services (Centrelink):

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Revised National Quality Standard. (2018).

Review

POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
MODIFICATIONS	<ul style="list-style-type: none"> regular policy maintenance minor formatting edits within text hyperlinks checked and repaired as required update of name change from DESE to Department of Education links within policy updated from DESE.gov.au to education.gov.au 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2021	<ul style="list-style-type: none"> Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) Additional information re: immunisation requirements for each state/territory. Services to delete information that is not relevant to their service. Additional section added: Families will... Checked and updated links used within policy Updated Related Policies 	SEPTEMBER 2022	

SEPTEMBER 2020	<ul style="list-style-type: none"> • Activity test requirements valid until 4 October 2020 • minor editing changes • sources checked for currency • included further information regarding CWAs 	SEPTEMBER 2021
JULY 2020	<ul style="list-style-type: none"> • additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements • rewording of some content • deleted sections that were repetitive • order changed for some items required for the enrolment of the child 	SEPTEMBER 2020
SEPTEMBER 2019	<ul style="list-style-type: none"> • Priority Access Guidelines removed -new information added • Grammar, punctuation and spelling edited. • Additional information added • Points re-ordered for better flow • Sources/references corrected, updated, and alphabetised • References to 'conscientious objection' updated • New reference/source added • Related policies alphabetised 	SEPTEMBER 2020
SEPTEMBER 2018	<ul style="list-style-type: none"> • Included a statement referring to CCS Written Arrangement updates/changes on page 5. 	SEPTEMBER 2019
MAY 2018	<ul style="list-style-type: none"> • Updated to comply with Child Care Subsidy changes. 	SEPTEMBER 2018
OCTOBER 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard 	SEPTEMBER 2018
AUGUST 2017	<ul style="list-style-type: none"> • Changes made to comply with Department of Human Services. Included information about benefits for families 	SEPTEMBER 2018