

Ballina River Street Children’s Centre

Termination of Enrolment Policy

National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.2	Safety	Each child is protected
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

PURPOSE

To ensure that each child and family obtain a comprehensive induction to the Service(BRSCC) as per our legal agreement, which instructs families on the services right to terminate a child’s enrolment if a service policy has been breached.

SCOPE

This policy applies to families and management of the Service(BRSCC).

IMPLEMENTATION

Management and teachers/Educators and Staff are determined to develop a respectful two-way partnership between the family and Service(BRSCC). However, management recognises that there may be some circumstances where the appropriate course of action is the cancellation of a child’s enrolment.

Behaviour Management

There are times when children’s behaviour requires guidance, working in collaboration with the Service’s policies and procedures. Every effort will be made to deal with the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour. If the child’s behaviour continues to be disruptive and harmful, we reserve the right to ask you to withdraw your child from the Service(BRSCC), in order to keep the children and staff safe.

BRSCC -Service Policies

Our Service(BRSCC) has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, Teachers/Educators, staff, families and visitors of the Service(BRSCC). We reserve the right to terminate a children's enrolment if at any time a Service policy has been breached.

This may include:

- Failure to comply with the enrolment contract
- Disparaging or hurtful behaviour of a child that continues even with parent collaboration in stopping the behaviour.
- Non-payment of childcare or late fees and/or recurring late payment of fees.
- Continuing to pick up the child past the required licensed time.
- Inability to meet the child's needs without additional staff.
- Deliberate impertinence towards the approved provider or teachers/educator and staff.
- If a parent knowingly brings their child ill to the Service(BRSCC).
- Consistent child-rearing style differences between the parent and provider.
- False information given by a parent either verbally or in writing.
- Bullying and/or harassing teachers/Educators, children or families enrolled at the Service(BRSCC).

Employees with children at the Service(BRSCC)

Employees are welcome to enrol their child at the Service(BRSCC), however if an employee is terminated from their position, the Service(BRSCC) reserves the right to terminate the child's position due to conflict of interest.

Withdrawing a Child from the Service

Families are required to give two weeks written notice to cease their child's enrolment at the service(BRSCC). With the exception of children who are enrolled for Term 4 in Preschool, this term must be paid in full. Refer to the Fees Policy.

Continue next page:

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015.
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Lady Gowrie, <http://www.gowrie-sydney.com.au> Updated March 2010.
- Anti-Discrimination Act 1977. NSW Government.
- Revised National Quality Standards
- Childcare Centre Desktop Policies – www.childcarecentredesktop.com.au

Review

Date Reviewed	Modifications	Next Policy Review Date
January 2018	New Format created and policy created and updated the references to comply with the revised National Quality Standard	August 2018