

# Ballina River Street Children's Centre

## Enrolment Policy

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

### National Quality Standard (NQS)

Quality Area 6: Collaborative Partnerships		
6.1	<b>Supportive relationships with families</b>	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.1	<b>Engagement with the service</b>	Families are supported from enrolment to be involved in their service and contribute to service decisions
6.1.2	<b>Parent views are respected</b>	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	<b>Families are supported</b>	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	<b>Collaborative partnerships</b>	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	<b>Community and engagement</b>	The service builds relationships and engages with its community

### Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
77	Health, hygiene and safe food practices
78	Food and beverages
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication

<b>96</b>	Self-administration of medication
<b>97</b>	Emergency and evacuation procedures
<b>99</b>	Children leaving the education and care service premises
<b>100</b>	Risk assessment must be conducted before excursion
<b>101</b>	Conduct of risk assessment for excursion
<b>102</b>	Authorisation for excursions
<b>157</b>	Access for parents
<b>160</b>	Child enrolment records to be kept by approved provider and family day care educator
<b>161</b>	Authorisations to be kept in enrolment record
<b>162</b>	Health information to be kept in enrolment record
<b>168</b>	Education and care service must have policies and procedures
<b>173</b>	Prescribed information is to be displayed
<b>177</b>	Prescribed enrolment and other documents to be kept by approved provider
<b>181</b>	Confidentiality of records kept by approved provider
<b>183</b>	Storage of records and other documents

## **PURPOSE**

BRSCC aims 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 Service(BRSCC) to promote positive outcomes for children whilst adhering to legislative requirements.

## **SCOPE**

This policy applies to children, families, teachers, educators, staff, management and visitors of the Service(BRSCC).

## **IMPLEMENTATION**

Our Service(BRSCC) accepts enrolments of children aged 2 years and over in our Occasional Childcare Service and children aged 3yrs and over in our Preschool Service (with enrolment priority given to children in the year before school.

Enrolments will be accepted providing:

- a) The maximum daily attendance does not exceed the licensed capacity of the Service(BRSCC)
- b) A vacancy is available both for the booking required and the agreed number of children is in accordance with the licensing requirements
- c) The adult to child ratio is maintained in each room

## Priority of Access guidelines

The Department of Family and Community Services and Indigenous Affairs and the Department of Education have set priority of access guidelines for Community based Preschool and Occasional Childcare Services. Every Community preschool and childcare service is required to abide by the guidelines which families will be informed of during the enrolment process.

The Priority Lists are used when there is a waiting list for the Service(BRSCC) or when a number of parents are applying for a limited number of vacant places. When families apply to join the list they are asked a series of questions to determine their particular circumstances. This determines their child's place on the waiting list. As places become available they are offered to those highest on the list as stated in the guidelines.

Children with disabilities will be enrolled, if in the opinion of management, the Service(BRSCC) can meet the child's needs. Additional resources and funding may be required.

The Priority of Access levels, which the Service must follow when filling vacancies, include:

1. A child at risk of serious abuse or neglect.
2. a child you are aged 4 years before 31<sup>st</sup> July
3. a child you are 3 years old and the family has a low income HHC

Within these three categories priority is also given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in families on low income
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families

## Enrolment

When a family has indicated their interest in enrolling their child in our Service(BRSCC), the following will occur:

- Families will be invited to come on a tour of the Service(BRSCC).
  - Families will be provided with a range of information about the Service(BRSCC) which will include: programming methods, incursions, excursions, inclusion, fees, policies, procedures, sun smart requirements, regulations for our State and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, teachers and educator qualifications, introduction of teachers and educator in the room the child will be starting in and teachers, educator and parent communication.
- Families are invited to ask questions and seek any further information they require.

- Families are given a copy of the Parent Handbook, which outlines the Service(BRSCC) operation and philosophy.
- Families will be provided with a start date and a suitable time for the child to be orientated to the Service(BRSCC).
- Families are informed of the Priority of Access guidelines 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 management. Families will be required to bring any corresponding documents in relation to court orders, medical needs or plans.
- Families will need to 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 languages the child speaks at this time so that teachers, educators can learn the words. Teachers, Educators will furthermore use visuals to assist the child to understand and be able to communicate with others.
- Families will be invited to bring their child into the Service(BRSCC) at a time that is convenient in order to familiarise themselves with the environment and teachers/educators.
- It is a legal requirement that prior to the child starting at the Service(BRSCC) we have all corresponding documents including enrolment form, medical plans, birth certificate or passport, immunisation history statement and status of immunisation and any court orders.
- It is a legal requirement that immunisation information is continuous. Parents are reminded mid-way through the year to provide any immunisation updates to the Service(BRSCC) in order to continue to be enrolled.
- Parents must notify the Service(BRSCC) if their child has not been immunised via the enrolment form. Parents will be advised that our service(BRSCC) cannot enroll unimmunised children as of the 1<sup>st</sup> January, 2018.
- Families are required to provide current Australian Childhood Immunisation Register (ACIR) History Statement which shows that the child is up to date with their scheduled immunisations. The ACIR is national register administered by Medicare that records details of vaccinations given to children. **Please note that children's 'blue books' are not accepted.**
- It is the family's responsibility to keep the Service(BRSCC) informed of any changes to the information recorded on the application form.

**Families will be asked to provide the following information:**

1. The full name, residential address, place of employment and contact telephone number of a parent.
2. The full name, residential address, place of employment and contact telephone number of a person who may be contacted in case of an emergency concerning the child if a parent is unable to be

contacted. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.

3. The full name, residential address, place of employment and contact telephone number of any person authorised to collect the child from the Service(BRSCC). Parent must nominate who can be contacted for the collection of the child.
4. The gender of the child.
5. Any court orders or parenting agreements regarding the child.
6. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
7. The cultural background of the child.
8. Any special requirements notified by the family, including for example cultural or religious requirements.
9. The needs of a child with a disability or with other additional needs.
10. A statement indicating parental permission for any medications to be administered to the child whilst at the Service(BRSCC). Only a parent on the enrolment form can authorise the administration of medication.
11. A statement indicating parental permission for any emergency medical hospital and ambulance services.
12. The name and address and telephone number of the child's doctor and the nearest public hospital.
13. Excursion permission for regular occurring outings.
14. The child's Medicare number.
15. Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis.
16. Any medical management plan, anaphylaxis Medical Management Plan or Risk Minimisation Plan to be followed with respect to a specific healthcare need, medical condition or allergy.
17. Details of any dietary restrictions for the child.
18. The immunisation status of the child.
19. Birth Certificate.

## **Enrolment Pack**

Once the enrolment fee and membership fee has been paid, families will be provided with an enrolment pack which consists of:

- Current fee structure and payment details
- Parent Handbook
- 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

### **Orientation of the Service**

During the orientation of the Service, families will be:

- Given the Service(BRSCC) enrolment form to be completed
- Provided with an outline of the Service(BRSCC) policies which will include fees payment, sun safety, illness and accident and medical authorization and information on how to access our website to read complete list of policies.
- Spoken to about the enrolment fee and membership
- Advised of our Parent Management Committee and the positions
- Shown the signing in/out process
- Spoken to about appropriate clothing worn to the Service(BRSCC), including shoes
- Informed about children bring in toys from home
- Introduced to child's Teachers and Educators
- Taken on a tour around the Service(BRSCC)
- Discuss medical management plan and allergies completed on file (if applicable)
- Introduced to the room routine and Service(BRSCC) program and the Room daily program information sheet. This included portfolios and the observation cycle.
- Informed about Service(BRSCC) communication – meetings, interviews, newsletters, emails etc.
- About Hats and Sunscreen
- Confirm preferred method of communication

### **Management will ensure:**

- Enrolment form is completed accurately and in its entirety
- Inform the Teacher of the new child who will be in the room, highlighting any medical conditions, interests, needs and strengths
- Immunisation certificate and birth certificate have been sighted and photocopied
- Child is added to Observation cycle
- Child is added to Service's(BRSCC) medical characteristics sheet and distribute (if necessary)
- File for Child's information created
- Child Care Rebate is explained to families

## Enrolment Record Keeping

- Our Record Keeping Policy outlines the information and authorisations that we will include in all child enrolment records

### On the child's first day:

- The child and their family will be welcomed into their room for the first day.
- They will be greeted by one of the educators who will show them where to sign in and out, discuss what is happening in the room, and show where the child's locker is located.
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

### Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- National Education and Care Regulations
- Department of Human Services (Centrelink)  
<https://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>
- **Revised National Quality Standards**
- **Childcare Centre Desktop Policies –www.childcarecentredesktop.com.au**
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### Review

Date Reviewed	Modifications	Next Policy Review Date
January 2018	Changes made to policy format and updated the references to comply with the revised National Quality Standard	September 2018