



ENROLMENT AND ORIENTATION POLICY

POLICY STATEMENT

Our service accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines. An orientation process assists children and their families to:

- Enable educators/staff to meet and greet children and their families;
- Support families from enrolment to be involved in the service and contribute to service decisions (NQS 6.1.1);
- Provide essential operational information;
- Form the foundation for a successful and caring partnership between home and the service; and
- To help children develop a sense of belonging, feel accepted, develop attachments, and trust those who care for them (My Time, Our Place, Outcome 1).

PROCEDURES

(a) Eligibility

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Child Care Provider Handbook (DESE), these are:

- Priority 1 – a child at risk of serious abuse or neglect;
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999;
- Priority 3 – any other child.

Within these main categories' priority should also be 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 incomes;
- Children in families from culturally and linguistically diverse backgrounds;
- Children in socially isolated families; and
- Children of single parents.

- As well as the above, the service policy is that children must be enrolled in Primary school to be eligible to attend the service. Children of preschool age will not be accepted into the program, except for the January Vacation care period immediately prior to them commencing Primary school – this enrolment will be accepted upon proof that the child is enrolled to commence Primary school. Children who have completed Year 6 may be eligible to attend the service at the discretion of the Nominated Supervisor.

(b) Inclusion of Children Additional Needs

- Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents/guardians and educators.
- Prior to accepting an enrolment, the Nominated Supervisor will request a meeting with the parent/guardians and child to discuss the following –
 - Amount of support the child would require in the service e.g. One on one support, assistance with toileting/eating/social skills,
 - Nominated Supervisor to provide the family with information about Inclusion supporting funding, the purpose of the funding and what is required for the service to apply.



- Discussion about the care environment. This would include how many children attend the service on average, atmosphere when all children are indoors (noise level), resources, boundaries etc.
- Families are asked specific questions about their child's interests, capabilities, social skills, behaviours etc.
- Nominated Supervisor will request copies of diagnoses, medical reports and any other documentation that will support the Saints Academy team in understanding the needs of the child.
- The Nominated Supervisor will consult with Head of Saints Academy whilst making a decision as to whether the service can cater to the needs of the child.

(c) Waiting List

- Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list. When completing waiting list details families will be advised of the Priority of Access Guidelines.
- Waiting lists will be refreshed annually. A request for updating family details and contact numbers will be sent to each family on the waiting list. If the service does not receive an updated reply the form is not returned to the service, families will be removed from the list, as it is presumed the family is no longer requiring care.

(d) Enrolment

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Subsidy System (CCSS). There are three enrolment types under the CCSS:

- Formal enrolments.
- Informal enrolments.
- AMEP/Other enrolment.
- Enrolments will not be accepted from families without full completion of the enrolment form.

(e) Attendance and Enrolment Records

- Accurate attendance records will be kept, which:
 - Records the full name of each child attending the service.
 - Records the date and time each child arrives and departs.
 - Is signed on the child's arrival and departure by either.
 - Records the person who delivers or collects the child.
 - Records the Nominated Supervisor or an educator (Regulation 158); and
 - Meet the requirements of the Child Care Subsidy System (CCSS).
- An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

(f) Child's Attendance once Enrolled

- The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. The rules for Allowable Absences under CCSS will be followed in relation to all absences.
- If a child who is enrolled with the service but is not on the roll for a particular day, arrives at the service, the Nominated Supervisor, or other relevant staff member will be contacted immediately to see if the child has been booked in for the day.
- If a child has not been enrolled, they must not be taken into care under any circumstances. In this case, please contact the school and/or child's parents (if possible) immediately.
- Children are not allowed to leave the service independently without a parent's written authorisation and an agreed plan on the AUTHORISATION FOR CHILD TO INDEPENDENTLY DEPART SERVICE form CC/F08.



- Only children aged 10 and over will be allowed to leave independently from After School Care or Vacation Care with this authorisation. The written and signed authorisation must include a plan for the child to depart the service and arrive safely to destination. No primary school child will be allowed to leave during an excursion – only from the centre enrolled. An educator is responsible for signing the child out of the centre on departure.

(g) Cancellation of Enrolment

- Cancellation of an enrolment may be initiated in two different situations:
 - A parent advises the service that no further care needs to be provided; and
 - The service identifies that care is no longer required or being provided (CCSS Ending Enrolments).

Note: A child's place may be terminated due to non-payment of fees.

- The family must give two weeks' notice if they wish to cancel a child's enrolment; failure to do so will mean that the security deposit will not be refunded. Refunds may be granted under exceptional circumstances after discussion with the Nominated Supervisor.
- CCSS guidelines will be followed once an enrolment is cancelled.

(h) Confidentiality and Storage of Records

- Enrolment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period specified in the Regulations (Regulations 158, 159, 160, 183).
- In accordance with the Family Assistance Law the following records will be securely stored for 7 years from the end of the financial year in which the care was provided:
 - Complaints relating to compliance with Family Assistance Law.
 - A record of attendance for each child for whom care is provided (regardless of eligibility for Child Care Subsidy), including records of any absences from care.
 - Statements or documents demonstrating that additional absence days more than the initial 42 absence days satisfy requirements.
 - Copies of invoices and receipts issued for the payment of childcare fees.
 - Copies of all Statements of Entitlement issued, and any statements issued to advise that there was a change of entitlement.
 - Any notice given to a state or territory body about a child at risk of abuse or neglect.
 - Copies of the evidence and information provided with an application for approval about persons with management or control of a provider and persons responsible for the day-to-day operation of a service.
 - Any evidence or information produced to obtain police checks and working with children checks for personnel and to support any statements about these checks in an application for provider or service approval.

(i) Orientation

- * Families who are enrolling their child for the first time have access to information and Policies and Procedures from the SPCC Saints Academy website. These families will be invited to orientation sessions (before school and after school options) in Term 1.
- Families should advise educators when they are greeted that it is their child's first day at the service and the educator will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the centre.
- Educators will introduce the child to other children and engage them in an activity. The educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in.



Saints Academy
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SPCC Saints Academy

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Administered by St. Philip's Christian Education Foundation Ltd.

This policy links to the following:

National Quality Standards: 6.1, 7.3

Education and Care Service National Regulations 2011: 158-162, 168, 177, 183

Education and Care Services National Law Act 2010

Privacy Act 1988

Care Provider Handbook (DESE)

Family Assistance Law: www.dss.gov.au