



## Enrolment

### Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
1	April 2023	September 2023	Katherine Darroch	

## Rationale

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. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

## National Quality Standard (NQS)

<b>Quality Area 6: Collaborative Partnerships</b>		
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

## Legislative Requirements/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
Disability Discrimination Act 1992	A New Tax System (Family Assistance) Act 1999
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a>	

## Related Policies

Acceptance and Refusal Authorisation Policy  
Control of Infectious Disease Policy  
Dealing with Complaints Policy  
Delivery of children to, and collection from  
Education Care and Service Premises Policy  
Excursion/Incursion Policy  
Immunisation Policy

Incident, Injury, Trauma & Illness Policy  
Interactions With Children Families & Staff Policy  
Orientation of New Families Policy  
Payment of Fees Policy  
Privacy and Confidentiality Policy  
Sun Safe Policy

## Purpose

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

## Scope

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

## Enrolment

According to the Child Care Provider Handbook (August 2022) *'enrolling children is a requirement under Family Assistance Law for all children who attend child care (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 child care service.' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

## Implementation

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Across our Services we accept enrolments of children aged between 2 years – 6 years of age depending on individual centre programs.

Enrolments will be accepted providing:

- A. The maximum daily attendance does not exceed the licensed capacity of the Service.
- B. A vacancy is available for the booking required.
- C. The adult to child ratio is maintained in each room.

## Priority of Access guidelines

Our Service 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.

Providers are asked to (but are not legally obligated to prioritise children). CCS Handbook pg 51

Please note: Individual centres may have their own additional guidelines for enrolment as outlined in the Service's Parent/Family Handbook.

## Enrolment

When a family has indicated their interest in enrolling their child in our Service, we will organise an enrolment meeting to share information and build relationships.

- Families will be provided with a range of information about the Service which will include:
  - The service philosophy, inclusion, programming methods, menu, incursions, excursions, fees, Child Care Subsidy, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for Victoria, 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 provided with possible vacancies and start date
- Families will be invited to bring their child into the Service at a time that is mutually convenient 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.
- Information about gap fees and absences will be discussed
- 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
  - 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*.
- National and state legislation in relation to immunisation for childcare: (Victoria) To have an enrolment confirmed for a child in long day care, kindergarten, family day care or occasional care, parents/carers have to provide the service with a current immunisation history statement to show the child is up to date with all vaccinations that are due for their age. [read more [here](#)]
- Unborn children may be placed on the waiting list to avoid the unfair allocation of places that may occur if children can only be placed on the list after birth. If an unborn child is placed on the waiting list, the family must advise the Service of the expected birth date. It is the responsibility of the parent to inform Management of the name

and date of birth of the child within three months after the expected birth date. If this information is not provided, then the child and family details will be removed from the list.

- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.

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

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 numbers
2. The full name and contact telephone number of a person or 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 nominee or Xplor Hub Guest)
3. The full name and contact telephone number of any person authorised by the parent to collect the child from the Service (authorised nominee or Xplor Hub Guest)
4. Full name of the child
5. Child's date of birth
6. Child's birth certificate or passport
7. Child's residency status
8. Child's address
9. CRN for the child and claimant
10. Gender of the child
11. Cultural background of the child
12. Provision of care - state days requested
13. Immunisation History Statement
14. Any court orders or parenting agreements regarding the child
15. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
16. Any special requirements of the family, including for example cultural or religious requirements
17. The individual needs of a child with a disability or with other additional needs
18. 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
19. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
  - a. Medical treatment for the child from a registered practitioner, hospital or ambulance service
  - b. Transportation of the child by an ambulance service
20. Child's Medicare number (if available)
21. Specific healthcare needs of the child, including allergies and intolerances
22. 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.
23. Details of any dietary restrictions for the child
24. The name, address and telephone number of the child's doctor
25. Authorisation for regular occurring outings/excursions

## 26. CRN for child and claimant

### **Enrolment Pack**

Families will be provided with an enrolment pack with information pertaining to the Service in which they have enrolled.

### **Orientation of the Service**

Refer to the *Orientation of Families Policy*

### **The Approved Provider/Management will ensure:**

- The enrolment form is completed accurately and, in its entirety
- Document evidence such as birth certificate or passport is sighted to verify that the child's enrolment details are true and correct
- Authorisations are signed by both parents/guardians
- Our Service complies with the *Disability Discrimination Act* and our enrolment policy and practices do not discriminate against children or others with disability
- Barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the Service
- A child with medical needs does not begin at the service unless a medical management plan is received and medication is brought to the service each day
- The child's Medical Management Plan is recorded, and this information is shared/distributed to educators
- Action Plans are completed in full (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 Service
- Risk Minimisation Plans and Communication Plans are requested/completed with parents/guardians for children with medical needs before the child begins education and care at the Service
- The appropriate Room leader is informed of the new child including any medical conditions, interests, developmental needs, and strengths.
- Immunisation history statement and birth certificate have been sighted and photocopied
- The child is added to the Observation cycle
- The enrolment is lodged through the Service's childcare software provider or PEP with Department of Education
- A file for the Child's information is created
- Families are provided with an orientation survey to complete within the first 6 weeks of starting to gain feedback about the orientation and enrolment process.

### **Families Will:**

- Complete all documentation required by the Service for enrolment
- Provide required authorisations as indicated on enrolment form
- Notify the service 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 Service 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**

- 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:
  - o the names and contact details of the provider and the individual(s)
  - o the date the arrangement starts
  - o the name and date of birth of the child (or children)
  - o if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
  - o the usual start and end times for these sessions of care



- o whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- o 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 Service 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 Service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing)
- If the Service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6-week period
- The Service 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 service 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.

## On the child's first day:

Consideration will be made 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 stay with their child for as long as they choose in the early days; speak to their child's Educator at any time; contact the service 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 Admin Team and shown where or how to sign their child in/out of the service.

- They will be greeted by an Educator/Classroom Teacher and walked to their room
- The Educator/Teacher will discuss what is happening in the room, and show where the child's locker 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 will ensure the orientation 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).
- ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
- ACECQA. (2022). The Disability Discrimination Act: [What do Children's Education and Care Services Need to Know?](#)
- 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 (2021). 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>
- Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB).  
<https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>
- 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).
- Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
- National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay <https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>
- NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: [https://www.health.nsw.gov.au/immunisation/Pages/childcare\\_qa.aspx](https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx)
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## Review

Date Reviewed	Modifications	Review Due
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