

# Nunawading Christian College

## ELC & OSHC

### Enrolment Policy



#### Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
7	September 2021	September 2022	Katherine Darroch	Leanne Munchan



## 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)

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	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook">https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook</a>

## Related Policies

Acceptance and Refusal Authorisation Policy  
Arrival and Departure Policy  
Control of Infectious Disease Policy  
Dealing with Complaints 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, management and visitors of the Service.

## Enrolment

According to the Child Care Provider Handbook (June 2019) '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).

Our Service accepts enrolments of children aged between 3 years – 6 years of age.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the Service.
- A vacancy is available both for the booking required.
- The adult to child ratio is maintained in each room.
- Priority of Access guidelines (below) are adhered to.



## 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.

To secure a child's position, families are required to pay an enrolment fee and a bond. When 2 weeks notice of withdrawal is given, the bond will be refunded. (This will be in alignment with the Bond Rules in the Service Handbook)

During periods of high demand the following additional priority criteria will be applied:

Prep enrolment:	Children who have applied for Nunawading Christian College Primary. (Older children who must attend Prep, will be given priority over younger children).
Kinder funding:	Children whose families will be allocating their 4 year old Kinder funding to Nunawading Christian College ELC * Note - Only one 4 year old Kinder can claim funding for a child.
Existing family:	Children already attending Nunawading Christian College ELC in the previous room's program and/or siblings of current Nunawading Christian College families.

## Priority of enrolment:

- Priority 1 - Families that meet 3 of the above criteria
- Priority 2 - Families that meet 2 of the above criteria
- Priority 3 - Families that meet 1 of the above criteria

Enrolment in the ELC does not guarantee acceptance to Nunawading Christian College Primary however, gives priority of application.

## 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 invited to come on a tour of the Service.
- 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 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 are encouraged to have an enrolment interview with the enrollment officer, teacher/nominated supervisor in order to become familiar with our Service's Christian philosophy, mission statement and specific room requirements and educational program.
- Families are invited to ask questions and seek any further information they require.
- Families are directed to the Parent Handbook on the school website, which outlines the Service operation and philosophy.
- Families will need to complete the enrolment form through the online platform and identify any individual needs that their child has.



- It is a legal requirement that prior to the child starting at the Service we have all required documents including
  - o the completed enrolment form
  - o medical management plans (if relevant) completed by the child's general practitioner
  - o birth certificate or passport
  - o a current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age and
  - o details of any court orders, parenting orders or parenting plans
- It is the family's responsibility to complete a Child Care Subsidy activity test to check eligibility and entitlements for CCS and Additional Child Care Subsidy (ACCS). This can be completed online through myGov website.
- 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 benefits 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 indicating parental permission for any medications to be administered to the child whilst at the Service.
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

## **Enrolment Pack**

Families will be provided with an enrolment pack which consists of:

- Letter of Offer
- Terms and conditions
- Enrolment acceptance form
- Bond invoice
- Enrolment deposit invoice
- Parent Handbook
- School canteen information (Flexischools)

## **Orientation of the Service**

During the orientation of the Service, families will be:

- Able to ask question about the Childcare Subsidy
- Provided with an outline of the Service policies which will include key policies such as: Payment of fees, Sun Safe, Incident, Illness, Accident and Trauma, Control of infectious diseases, Sick child policy and Administration of Medication.
- Shown the signing in/out process.
- Advised of appropriate clothing for children to wear to the Service, including shoes, hats and sunscreen.
- Informed about children bringing in toys from home.
- Introduced to child's Educators.
- Invited to visit the service at different times during the day.
- Provided with suggestions for developing and maintaining a routine for separating from their child.
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable).
- Informed about the online platform/App the Service may use for communication.
- Introduced to the room routine and Service program, including portfolios and the observation cycle.
- Informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- Given the opportunity to set goals for their child.
- Confirm preferred method of communication.

## **Management will ensure:**

- Enrolment form is completed accurately and in its entirety.
- Terms and conditions are signed by both parents/guardians.



- 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 information is distributed to Educators.
- Action Plans are completed in full (if relevant).
- Administration of Medication forms are completed (if relevant).
- 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 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 Xplor or PEP with Department of Education, Skills and Employment (DESE)
- A file for the Child's information is created
- Families are provided with an orientation survey to complete within the first term of starting to gain feedback about the orientation and enrolment process.

## 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.

## 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.



## Source

- Australian Children's Education & Care Quality Authority. (2014).
- ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
- Australian Government Department of Education, Skills and Employment. (2019) Care Provider handbook  
<https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook>
- 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)
- 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\\_ga.aspx](https://www.health.nsw.gov.au/immunisation/Pages/childcare_ga.aspx)
- Revised National Quality Standard. (2018).
- Victoria State Government. Requirements for all early childhood services.  
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/regallservices.aspx>

## Review

Date Reviewed	Modifications	Review Due
August 2017	<ul style="list-style-type: none"> <li>• New Policy established</li> <li>• Changes made to comply with Department of Human Services. Included information about benefits for families</li> </ul>	September 2018
October 2017	<ul style="list-style-type: none"> <li>• Updated the references to comply with the revised National Quality Standard</li> </ul>	September 2018
May 2018	<ul style="list-style-type: none"> <li>• Updated to comply with Child Care Subsidy changes.</li> </ul>	September 2018
September 2018	<ul style="list-style-type: none"> <li>• Included a statement referring to CCS Written Arrangement updates/changes on page 5.</li> </ul>	September 2019
September 2019	<ul style="list-style-type: none"> <li>• Included new enrolment interview process with parents and teacher/nominated supervisor and enrolment officer</li> </ul>	September 2020
September 2020	<ul style="list-style-type: none"> <li>• Format Change</li> <li>• Resumption of CCS and ACCS from 13 July 2020</li> <li>• Additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements</li> <li>• Rewording of some content</li> <li>• Deleted sections that were repetitive</li> <li>• Order changed for some items required for the enrolment of the child</li> </ul>	September 2021
May 2021	<ul style="list-style-type: none"> <li>• Section added about additional prioritisation during times of high demand.</li> </ul>	September 2021
September 2021	<ul style="list-style-type: none"> <li>• Deleted sections that were repetitive</li> <li>• Removed steps from enrolment process that pertain to orientation</li> <li>• Removed CCS information from previous year</li> <li>• Added items to enrolment pack</li> </ul>	September 2022





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|  | <ul style="list-style-type: none"><li>• Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021)</li><li>• Additional information re: immunisation requirements for each state/territory. Services to delete information that is not relevant to their service.</li><li>• Additional section added: Families will...</li><li>• Checked and updated links used within policy</li><li>• Updated Related Policies</li></ul> |  |
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