

# Enrolments



## Policy Objective

To ensure that each child's enrolment is completed as per our legal requirements including as detailed in Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000. To ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing each family and child to feel safe and secure in the level of care that we provide.

## Implementation

Our service accepts enrolments of children aged between 6 weeks to 6 years. Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service.
- A vacancy is available.

When there are more families requiring care than places available Hawthorn Child Care Centre will apply the Priority of Access Guidelines to allocate any available child care places in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs.

### Priority of Access Guidelines

When filling vacant places the Centre is required to fill them according to the following priorities:

Priority 1: A child at risk of serious abuse or neglect.

Priority 2: A child of a single parent/guardian who satisfies, or of parents/guardians 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 three categories priority is also 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 income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Under the Priority of Access Guidelines a child care service may require a Priority 3 child to vacate a place to make room for a higher priority child.

Hawthorn Child Care Centre will only be able to do so if:

- The person liable for the payment of the child care fees was notified when the child first entered care of the child's priority and that it may be required that the child leave or reduce their days in order to make a place for a higher priority child; and

- Hawthorn Child Care Centre gives the person at least 14 days notice of the requirement for the child to vacate the place or reduce their days.

### Enrolment Process

When a family has indicated their interest in enrolling their child in our service, the following will occur:

- On confirmation of the availability of a place at the Centre the family will be offered the opportunity to tour the service. During this tour the Director or Assistant Director will give the family information about the service including, but not limited to: educational program, cycle; meals; incursions and excursions; inclusion; fees; policies and procedures; our status as a Sun Smart service; regulations for our state and the licensing and assessment process; signing in and out procedure; the National Quality Framework; relevant room routines; educator qualifications; introduction of educators in the room the child will be starting in; and forms of educator and parent communication. Families are also invited to ask any questions they may have.
- Should the family decide to accept the place at the Centre the family is emailed an enrolment pack which includes the Information Handbook, enrolment forms, and information on accessing the Centre Skoolbag app.
- Discussions are held between Centre management and families regarding availability of days, a start date, and tailoring an orientation process to suit the needs of the family and child. Families are informed of the Priority of Access Policy, 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, or parenting plans or parenting orders will be discussed privately with the Nominated Supervisor at this time. We ask that parents discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use 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 educators can learn the words.
- If there are any dietary requirements or health concerns that educators need to be aware of families are supported to complete the required documentation so that educators understand what needs to be undertaken to ensure the health and safety of the child.

Families will be asked to provide the following information:

- The full name, date of birth and address of the child.
- The name, address, place of employment (if applicable) and contact details of:
  - Each known parent/guardian of the child.
  - Any person who is to be notified of any emergency involving the child if any parent/guardian of the child cannot be immediately contacted.
  - Any person who is an authorised nominee to collect the child.
  - Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child.
  - Any person who is authorised to authorise an educator to take the child outside the education and care service premises.
- Details of any court orders, parenting orders or parenting plans related to powers, duties, responsibilities, or authorities of any person in relation to the child or access to the child.

- Details of any other court orders relating to the child's residence or the child's contact with a parent or other person.
- Gender of the child.
- The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
- Cultural background of the child and parents.
- Any special considerations for the child (e.g. cultural, religious, dietary requirements or additional needs).
- Authorisations signed by a parent/guardian or a person named in the enrolment record as authorised to consent to the medical treatment of the child or Nominated Supervisor to seek:
  - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
  - Transportation of the child by any ambulance service.
- Authorisation to take the child on regular outings.
- The name, address and telephone number of the child's registered medical practitioner or medical service.
- The child's Medicare number if available.
- Details of any specific healthcare needs of the child including any medication conditions or allergies including whether the child has been diagnosed as at risk of anaphylaxis, including details of any medical management plan.
- Details of any dietary restrictions for the child.
- The immunisation status of the child.
- A notation that states that a staff member or approved provider has sighted a child's health record.
- Provision of care – if care will be a routine and/or casual etc
- Session start and end times
- Agreement on Fee information
- CRN for child and claimant.
- Birth Certificate.
- Child Care Subsidy Assessment confirmation.
- Confirmation of enrolment.

Orientation Process

Families will be invited to bring their child into Hawthorn Child Care Centre at a time or times that suit them so the child and family can familiarise themselves with our environment. This process is tailored to each individual family and child and there is no limit of the amount visits a family and child can make to the Centre before they start. If a child is still unsettled after they have started with us we offer the families and the children extra orientation in the sessions within the centre to help them settle in easier.

During the orientation process the following will occur:

- The child will spend time in their allocated room. This may occur with or without the family. If the child's family is not present the child is not to be left in the Centre for more than one hour.
- During orientation visits educators will get to know the child and the family. Educators will talk to families about their child including individual routines, the daily routine and activities of the room, the room curriculum, any special considerations for the child (e.g. cultural, religious, dietary requirements or additional needs) and the methods of family communication in the room.
- Each child will be given a QR code for the SeeSaw app. Families will be able log on and access the room's welcome pack.

If the child has any special considerations this information will be shared at a Centre staff meeting (where appropriate) to ensure the needs of the child can be met by all educators and staff at the service.

On the child's first full day in care families are encouraged to come into the Centre a bit earlier and spend some time with the child. This helps to settle the child into their new surroundings before the parents leave. Families are also encouraged to contact the Centre via phone, email, or the Seesaw app as often as they would like to see how their child is settling during the day.

Before the child begins their first day with us the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

### Child Care Subsidy

Families will need to complete a Child Care Subsidy assessment online to check eligibility and entitlements to the Child Care Subsidy (CCS) which needs to be done through [myGov](#) website.

- Families will need to complete the 'Child Care Subsidy Assessment' Task online through the [myGov](#) website.
- The CCS is paid directly to providers to be passed on to families as a fee reduction.
- Families will contribute to their child care fees and pay to the Service the difference between the Centre's fee and the CCS rebate.

### Other Information

- Hawthorn Child Care Centre will always try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.
- We strongly encourage parents to immunise their children and advocate for immunisation by providing up to date information to families. It will be explained to families who choose not to immunise their children that they will not be eligible to receive any funding towards the cost of care through Centrelink. Please see the Centre's Immunisation policy for further information.

- In accordance with the National Law and Regulations our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children, and communicate effectively to resolve conflict. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the Nominated Supervisor decides the child's behaviour threatens the safety, health or well being of any other child at the service.
- In accordance with the Education and Care Services National Regulations Hawthorn Childcare Centre ensures that records and information are stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements. Please see the Centre's Privacy and Confidentiality policy and Record Keeping and Retention of Information policy for further information.

### **Changes to Existing Policy**

The Enrolment policy, Priority of Access for Child Care Services policy, and Accepting New Children into the Centre policy were amalgamated to create one policy. The term 'guardian' was added in conjunction with 'parent'. Reference to the Child Care Benefit and Child Care Rebate was removed. The orientation process was made more detailed. Further information on immunisation was added.

### **Regulations**

National Quality Standards 2, 5, 6, 7

Education and Care Services National Regulations

### **Sources**

Guide to the National Quality Framework October 2017

Department for Education and Child Development

Department of Education, Employment and Workplace Relations CCMS Instruction Sheet #10

Child Protection Act 1993

Education and Care Services National Regulations

A New Tax System (Family Assistance) Act 1999

**Review Date:** June 2018

**Next Review Date:** June 2019