

## 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 Club House Boot Camp. Such partnerships enable Club House Boot Camp and families to work toward the common goal of promoting consistent quality outcomes for individual children and Club House Boot Camp.

### 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	
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
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
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
178	Prescribed enrolment and other documents to be kept by family day care educator
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

## RELATED POLICIES

Acceptance and Refusal Authorisation Policy Additional Needs Policy Arrival and Departure Policy Family Communication Policy Record Keeping Policy	Payment of Fees Policy Privacy and Confidentiality Policy Retention of Records Policy Withdrawal of a Child Policy Sun Safe Policy
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## 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 Club House Boot Camp to promote positive outcomes for children whilst adhering to legislative requirements.

## SCOPE

This policy applies to children, families, staff, management, coordinators and visitors of Club House Boot Camp.

## IMPLEMENTATION

Club House Boot Camp accepts enrolments of children who are formally enrolled in primary school. Enrolments will be accepted providing:

- a) The maximum daily attendance does not exceed the licensed capacity of our Service.
- b) A vacancy is available for the booking required.
- c) The adult to child ratio is maintained at the Out of School Hours Service
- d) Priority of access guidelines are adhered to.

Club House Boot Camp recognises the Educator as an agent for the Service in relation to the enrolment of children into the Service as permitted by National Education and Care Services Regulations and provides an efficient enrolment procedure that is clear and unambiguous to Club House Boot Camp educators and families.

## PRIORITY OF ACCESS GUIDELINES

Our service aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- Children whose parents are essential services workers
- At risk or vulnerable
- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

## ENROLMENT

When a family has indicated their interest in enrolling their child in our Service they 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:
- collection/drop off procedures -ensuring children are signed in and out of the service,
- programming methods, menu, incursions, excursions, inclusion, fees, policies, procedures, sun smart requirements, regulations and the licensing and assessment process for Victoria, the National Quality Framework, Vacation Care routines, Educator qualifications, introduction to the service and learning environment and parent communication strategies.
- Families are invited to ask questions and seek any further information they require

- Families are given Parent information in a welcome email and links to our Policy Manual which outlines the Service operation and philosophy.
- Families will be provided with vacancies, a start date and a suitable time for the child to be orientated to the Service.
- We have a transition program which includes two visits prior to commencing for ELC and prep students.
- 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 at this time families provide us with some key words in the languages the child speaks so that educators can learn the words. Educators will furthermore use visuals to assist the child to understand and be able to communicate with others.
- Families must complete a Child Care Subsidy assessment to check eligibility and entitlements to CCS. This can be done online through myGov website.
- Where there are certain changes 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 through myGov.
- 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.
- 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 plans, birth certificate or passport, immunisation status and any court orders.
- 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. The parent's full name, residential address, place of employment and contact telephone number.
2. The full name, residential address, place of employment and contact telephone number of a person authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted.
3. The full name, residential address, place of employment and contact telephone number of any person authorised by the parent to collect the child from the Service.
4. The full name of the child.
5. The child's date of birth.
6. The child's address.

7. Names of the child's parents.
8. The gender of the child.
9. Provision of care – if care will be a routine and/or casual etc.
10. Session start and end times.
11. Agreement on Fee information.
12. Any court orders or parenting agreements regarding the child.
13. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
14. The cultural background of the child.
15. Any special requirements of the family, including for example cultural or religious requirements.
16. The needs of a child with a disability or with other additional needs.
17. A statement indicating parental permission for any medications to be administered to the child whilst at the Service. Only a parent on the enrolment form can authorise the administration of medication.
18. The child's Medicare number.
19. Specific healthcare needs of the child, including allergies and intolerances.
20. 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.
21. Details of any dietary restrictions for the child.
22. A statement indicating parental permission for the Service to seek emergency medical treatment at a hospital or from ambulance services.
23. The name, address and telephone number of the child's doctor.-
24. Excursion permission for regular occurring outings.
25. The immunisation status of the child.
26. CRN for child and claimant.
27. Birth Certificate.
28. Child Care Subsidy Assessment confirmation.

Although Out of School Hours Care services are regulated under the Education and Care Services National Law Act, children attending Out of School Hours Care are **exempt** from the immunisation/enrolment requirements that apply to other early childhood education and care services (long day care, family day care & preschools). The *immunisation status* of the child is however required to be kept in the enrolment record for each child enrolled at the education and care service- Regulation 162 Education and Care Services National Regulations.

Once the enrolment has been processed, families will be provided with an enrolment pack which consists of:

- Current fee structure and payment details
- Parent information welcome email with links to our website containing:-
- Information on the National Quality Framework and *My Time Our Place* learning framework
- ECA Code of Ethics brochure
- Child Care Subsidy information

## ORIENTATION OF THE SERVICE

During the orientation of the Out of School Hours Care Service, families will be:

- Provided with an outline of the Service policies which will include fees payment, sun safety, illness and accident and medical authorisation.
- Shown the signing in/out process.
- Advised of appropriate clothing for children to wear to Club House Boot Camp for vacation care, including shoes.
- Informed about policies regarding children bringing in toys from home.
- Introduced to their child's Educators.
- Taken on a tour around the Service and environment
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable.)
- Informed of the daily report and how parents can view this.
- Introduced to the routines and Service program, including the observation cycle to aid programming.
- Informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- Informed about the Service's *SunSafe Policy* regarding hats and sunscreen.
- Given the opportunity to set Family Goal's for their child.
- Confirm preferred method of communication.

## THE APPROVED PROVIDER WILL ENSURE:

- Enrolment form is completed accurately and, in its entirety,
- The appropriate Educator is informed of the new child including any medical conditions, interests, developmental needs, and strengths.

- The child is added to the Service's medical characteristics sheet (if necessary) and this information is distributed to Educators.
- Provide families with an orientation survey to complete within the first 6 weeks of starting to gain feedback about the orientation and enrolment process.
- Child Care Subsidy is explained to families.

## CHILD CARE SUBSIDY

- Families must complete the 'Child Care Subsidy Assessment' Task online through the myGov website.
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
- Families will contribute to their fees and pay the Service the difference between the fee charged and the subsidy amount.

## ENROLMENT RECORD KEEPING

- Our *Record Keeping Policy* outlines the information and authorisations that we will include in all child enrolment records.
- All enrolments are kept in Owna software for the regulation duration of time after the child ceases to use the service.

## ON THE CHILD'S FIRST DAY

- The child and their family will be welcomed to the Service.
- They will be greeted by one of the Educators who will show them where to sign in and out, discuss what is happening the service, and show where children can store their personal belongings whilst attending Club House Boot Camp.
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

### SOURCE:

Australian Government Department of Education. Department of Education and Training (2019) Care Provider handbook [https://docs.education.gov.au/system/files/doc/other/child\\_care\\_provider\\_handbook\\_0.pdf](https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf)

Department of Human Services (Centrelink):

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Education and Care Services National Amendment Regulations. (2017).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

Revised National Quality Standard. (2018).

## REVIEW

POLICY REVIEWED	SEPTEMBER 2019	NEXT REVIEW DATE	SEPTEMBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Added regulations</li> <li>• Priority Access Guidelines removed- new information added</li> <li>• Deleted alphabetised requirements for OSHC services</li> <li>• Grammar, punctuation and spelling edited.</li> <li>• Additional information added.</li> <li>• Points re-ordered for better flow.</li> <li>• Sources/references corrected, updated, and alphabetised.</li> <li>• New reference/source added.</li> <li>• Related policies alphabetised.</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2018	<ul style="list-style-type: none"> <li>• Included a statement referring to CCS Written Arrangement updates/changes on page 4.</li> </ul>	SEPTEMBER 2019	
MAY 2018	<ul style="list-style-type: none"> <li>• New policy created</li> </ul>	MAY 2019	
July 2020	reviewed	July 2021	
August 2022	reviewed	Aug 2023	
November 2024	Reviewed	Nov 2025	