



Grenfell Preschool
+ LONG DAY CARE CENTRE



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ENROLMENT POLICY

Enrolment and orientation are 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.

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



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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
Child Care Subsidy Ministers Rules 2017	
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

Acceptance and Refusal Authorisation Policy	Incident, Injury, Trauma, and Illness Policy
Additional Needs Policy	Interactions with Children, Families and Staff Policy
CCS Governance Policy	Medical Conditions Policy
Children's Belongings Policy	Orientation of New Families Policy
Dealing with Infectious Disease Policy	Payment of Fees Policy
Dealing with Complaints Policy	Privacy and Confidentiality Policy



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<p>Excursion/Incursion Policy Family Communication Policy Immunisation Policy Delivery of children to and collection from Education and Care Service Premises Policy</p>	<p>Record Keeping and Retention Policy Safe Transportation Policy Sick Children Policy Sun Safe Policy Withdrawal of a Child Policy</p>
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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 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 (May 2023) *‘enrolling children is a requirement under Family Assistance Law for all children who attend childcare (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 childcare 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).

- Grenfell Preschool and Long Day Care accepts enrolments of children aged between 6 weeks- 5 years of age, as well as children for the Out of School Hours Service up until children turn 13 years old.
- Weddin Mobile Preschool accepts enrolments of children aged 2.5 years old – 5 years age.



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/ mobile venue
- d) priority of access guidelines is adhered to.

PRIORITY OF ACCESS

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 families who both satisfy, the activity test through paid employment.

ENROLMENT

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

- Families will be provided with a range of information about the Service which may include:
 - the service philosophy, inclusion, programming methods, incursions, excursions, fees, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for NSW, Early Years Learning Framework, signing in and out procedure, the National Quality Framework, 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.



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Families will be required to bring any documents required in relation to court orders, medical needs, or plans.

- Families will complete a hard copy enrolment form or the on-line enrolment form on Hubworks, 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 must 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 (Centre Based Service only)
- Information about gap fees and absences will be discussed (Centre Based only)
- It is a legal requirement that prior to the child starting at the Service we have all required documents including:
 - the completed enrolment forms.
 - 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 Family Assistance Law that immunisation information held by the Service is kept current. Families are reminded via email from Hubworks throughout the year to provide any immunisation updates to the Service to continue enrolment and/or 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.

Families 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*.



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- To attend childcare, children must be fully immunised or on an approved vaccination catch-up program. If a child cannot be immunised due to a medical condition they may still be enrolled at the service with supporting documentation (Medical Exemption Form). If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Service. The child's immunisation history statement will indicate that the child is on a catch-up schedule.

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

- National and state legislation in relation to immunisation for childcare: To attend childcare, children must be fully immunised or on an approved vaccination catch-up program. If a child cannot be immunised due to a medical condition they may still be enrolled at the service with supporting documentation (Medical Exemption Form). If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Service. The child's immunisation history statement will indicate that the child is on a catch-up schedule.
- Families are advised that since January 2018 children who have not been immunised due to parent's conscientious objection cannot be enrolled at the Service.
- If a child cannot be immunised due to a medical condition they may still be enrolled at the Service with supporting documentation (Medical Exemption Form).
- If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Service. The child's immunisation history statement will indicate that the child is on a catch-up schedule.
- 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 number.
2. Each parent's occupation.
3. The full name, address 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)
4. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Service (authorised nominee)



5. Full name of the child
6. Child's date of birth
7. Child's birth certificate
8. Child's residency status
9. Child's address
10. Gender of the child
11. Cultural background of the child
12. Provision of care – if care will be a routine and/or casual etc.
13. Enrolment Agreement on fee information
14. Immunisation History Statement
15. Any court orders or parenting agreements regarding the child
16. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
17. Any special requirements of the family, including for example cultural or religious requirements.
18. The individual needs of a child with a disability or with other additional needs
19. A statement indicating parental permission for any medications to be administered to the child whilst at the Service.
20. 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
21. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
 - medical treatment for the child from a registered practitioner, hospital or ambulance service
 - transportation of the child by an ambulance service
22. Child's Medicare number
23. Specific healthcare needs of the child, including allergies and intolerances.
24. 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.
25. Details of any dietary restrictions for the child
26. The name, address, and telephone number of the child's doctor/dentist
27. Authorisation for regular occurring transportation and regular outings/excursions
28. CRN for child and claimant (Centre Based only)



ORIENTATION OF THE SERVICE

During the orientation of the Service, families will be:

- Child Care Subsidy is explained to eligible families (Centre Based only) and assistance may be offered to assist with the application process.
- provided with an outline of the Service policies which will include key policies such as: Payment of fees, Sun Safe, Incident, Illness, Injury and Trauma, Control of infectious diseases, Sick child policy and Administration of Medication.
- shown the signing in/out process for attendance.
- advised of appropriate clothing for children to wear to the Service, including shoes, hats, and sunscreen.
- introduced to their child's educators.
- taken on a tour around the Service.
- invited to visit the Service at different times during the day.
- provided with suggestions for developing and maintaining a routine for saying goodbye to their child.
- asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- 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.

ENROLMENT PACK

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

- Parent Handbook, which outlines the Service's operation and philosophy.
- current fee structure and payment details
- Child Care Subsidy information (Centre Based only)



- Information on the National Quality Framework, National Quality Standards, and the Early Years Learning Framework
- ECA Code of Ethics brochure
- Lunchbox and Snack ideas
- Munch and Move Fact Sheets
- My Time, Our Place (For families enrolling in Centre Based, Out of school hours)

THE NOMINATED SUPERVISOR/ BOARD OF DIRECTOR / OPERATIONS MANAGER 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 families/ 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 [See: *Additional Needs Policy*]
- 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 before the child begins education and care at the Service.
- 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 families /Guardians for children with medical needs.
- 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 [Hubworks](#)] or PEP with Department of Education Department of Education
 - The enrolment notice is lodged within 7 days
 - From the end of the week in which the provider and family made the arrangement
 - The end of a suspension
- Enrolment notices must include details as outlined with the Childcare Provider Handbook P.30
- Enrolment notices and arrangements are updated if details have changed or if the enrolment ends
- 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.
- Confirm enrolment notices and sign CWAS
- 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 (Centre Based Long Day Care only)

[Child Care Subsidy](#) (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. The number of hours of Child Care Subsidy a family is entitled to per fortnight is determined by an activity test. The more hours of activity families do, the more subsidised care they can access, up to a maximum of 100 hours per fortnight for each child.

[Child Care Subsidy activity test](#)

- CCS is based on the combined family income, activity test and the type of early childhood education and care service.
- Families must complete the Child Care Subsidy activity test online through the myGov website.



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- 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.

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.

ENROLMENT RECORD KEEPING

Our *Record Keeping and Retention Policy* outlines the information and authorisations that we will include in all child enrolment records.

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 families and the child. Families 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 Director/ Nominated Supervisor or Responsible Person and shown where or how to sign their child in/ out of the Service.

- They will be greeted by an educator and walked to their room.
- The educator 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 families.
- The Nominated Supervisor/ Operations Manager/ Responsible Person 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.



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CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Enrolment letter to parents	Enrolment Information Update Form
Enrolment form	Enrolment Procedure
Enrolment checklist	Enrolment Waitlist Letter
Notification of changes to enrolment	Termination of Enrolment Policy

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, Skills, and Employment. (2019) Child Care Provider handbook

<https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook>

Australian Government Department of Education, Skills, and Employment. (2019) Guide to Additional Child Care

Subsidy (child wellbeing) <https://www.dese.gov.au/additional-child-care-subsidy/resources/guide-accs-child-wellbeing>

[wellbeing](#)

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

[immunisation-history-statement](#)

Australian Government Department of Education Skills and Employment. (2019) (2022). Child Care Provider

handbook <https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook>

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education Skills and Employment. (2019) (2021). Guide to Additional Child

Subsidy (child wellbeing) <https://www.dese.gov.au/additional-child-care-subsidy/resources/guide-accs-child-wellbeing>

<https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>

[wellbeing](#)

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

[immunisation-history-statement](#)

Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions

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 Regulations](#). (2011)

Education and Care Services National Law Act 2010. (Amended 2018).

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



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Revised National Quality Standard. (2018).

Victoria State Government. Requirements for all early childhood services.

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	LORRAINE HARVEYSON	OPERATIONS CO ORDINATOR	1 ST AUGUST 2024
POLICY REVIEWED	AUGUST 2024	NEXT REVIEW DATE	AUGUST 2025
VERSION NUMBER	V16.09.23		
MODIFICATIONS	SEP <ul style="list-style-type: none"> Annual policy review Update of related legislation 		
POLICY REVIEWED BY	LORRIANE HARVEYSON	OPERATIONS CO-ORDINATOR	7 TH August 2023
POLICY REVIEWED	AUGUST 2023	NEXT REVIEW DATE	AUGUST 2024
VERSION NUMBER	V15.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> Additional statement added to role of AP and Management re: children with disability and compliance with Disability Discrimination Act 1992 Legal requirement for families to provide birth certificate/passport deleted Added that evidence such as birth certificate/passport will be sighted to verify child's enrolment details Child Care Centre Desktop related resouces added		
POLICY REVIEWED BY	Wezley Makin	Director	18/01/2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2023
MODIFICATIONS	<ul style="list-style-type: none"> regular policy maintenance link to Western Australian Education and Care Services National Regulations added in 'Sources'. minor formatting edits within text hyperlinks checked and repaired as required. update of name change from DESE to Department of Education links within policy updated from DESE.gov.au to education.gov.au 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	



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OCTOBER 2020	Family Law inclusions Additional section related to CWA and ACCS	SEPTEMBER 2021
SEPTEMBER 2020	<ul style="list-style-type: none"> Activity test requirements valid until 4 October 2020 minor editing changes sources checked for currency. included further information regarding CWAs 	SEPTEMBER 2021
JULY 2020	<ul style="list-style-type: none"> additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements. rewording of some content deleted sections that were repetitive. order changed for some items required for the enrolment of the child 	SEPTEMBER 2020
SEPTEMBER 2019	<ul style="list-style-type: none"> Priority Access Guidelines removed -new information added. Grammar, punctuation, and spelling edited. Additional information added. Points re-ordered for better flow. Sources/references corrected, updated, and alphabetised. References to 'conscientious objection' updated. New reference/source added. Related policies alphabetised 	SEPTEMBER 2020
SEPTEMBER 2018	<ul style="list-style-type: none"> Included a statement referring to CCS Written Arrangement updates/changes on page 5. 	SEPTEMBER 2019
MAY 2018	<ul style="list-style-type: none"> Updated to comply with Child Care Subsidy changes. 	SEPTEMBER 2018
OCTOBER 2017	<ul style="list-style-type: none"> Updated the references to comply with the revised National Quality Standard 	SEPTEMBER 2018
AUGUST 2017	<ul style="list-style-type: none"> Changes made to comply with Department of Human Services. Included information about benefits for families 	SEPTEMBER 2018