



# ENROLMENT AND ORIENTATION POLICY

2021

**THE —  
AFTER  
SCHOOL  
KLUB —**

# ENROLMENT AND ORIENTATION POLICY 2020

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
79	Service providing food and beverages
80	Weekly menu
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
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

## Purpose

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

## Procedure

Our Service accepts enrolments of children aged between 4 and 12 years

## Waiting List

TASK has a waitlist which is for families who may not need care straight away but would like care at the service in the future.

## Enrolment Form

Each family is required to provide the service with a completed enrolment form and accompanying documents to complete enrolment. At enrolment parents are encouraged to provide any further information about their child that will support continuity of care between school and the service.

The enrolment record will include but not limited to **(National Regulation 160)**:

- Full name, date of birth and address of the child.
- Name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the service.
- Details of court orders, parenting orders or plans.
- Language used in the child's home.
- Cultural background of the child and child's parents.
- Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need).
- Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Details of any specific health care needs of the child including any medical condition.
- Details of any allergies, dietary requirements and or anaphylaxis diagnosis.
- Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan.
- Immunisation status of the child.

Enrolment Forms may be updated annually or when a family's circumstances change, to ensure information is current and correct. These can be updated through the Hubworks Portal

## Parenting Order

The National Regulations requires our service to have details of all custodial and access arrangements **(National Regulation 160(c)(d))**.

- Enrolling family members are responsible for informing the Director of custody and access arrangements on enrolment and must advise the Director immediately of any subsequent alterations to these arrangements.
- All relevant legal documentation is to be shown to the Director and a copy will be maintained in the child's enrolment record.

## Orientation

Our service will provide options for orientation to the education and care service for families which includes:

- Families are welcome to visit the service prior to starting.

## Termination of Enrolment

Parents who are more than two weeks in arrears with their fees will be issued with a reminder statement which must be paid immediately. Parents are encouraged to negotiate payment of the fees if they are experiencing financial difficulties with the service's Director. If after negotiating payment plans, parents still fail to pay the outstanding bill, their child's place will be terminated, and legal advice sought to recover the unpaid fees. The legal fees will be added to the unpaid account.

## Child Care Subsidy

Child Care Subsidy (CCS) replaces the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested 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 childcare 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.

## Responsibilities of the Approved Provider

- Ensure the service operates in line with the Education and Care Services National Law and Education and Care Services National Regulations with regard to the delivery and collection of children at all times (**National Regulation 99**).
- Provide opportunities (in consultation with the Nominated Supervisor and staff) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.
- Ensure that enrolment forms comply with the requirements (**National Regulations 160-162**).
- Ensure that enrolment records are stored in a safe and secure place and are kept for three years after the last date on which the child was educated and cared for by the service (**National Regulation 181, 183**).
- Ensure that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law.

## Responsibilities of the Educators

- Ensure that the parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law (**National Regulation 157**).
- Develop strategies to assist new families to:
  - Feel welcome into the service
  - Become familiar with service policies and procedures;
  - To develop and maintain a routine for saying goodbye to their child.
- Provide comfort and reassurance to children who are showing signs of distress when separating from family members.
- Share information with parents/guardians regarding their child's progress regarding settling into the service.

## Responsibilities of the Family

- Always read and comply with this policy.
- You must provide the service with all required documents before you are considered enrolled in the service.
- To ensure a smooth transition between home and the service, be sure to communicate your child's/family needs as clear as possible.
- Children must be immunised or on a catch-up schedule or have a medical exemption and provide the service with this information to enrol into the service.
- Families are to be advised that since January 2018 children who have not been immunised due to parent's conscientious objection will no longer be able to be enrolled at the Service in NSW. Children who cannot be fully vaccinated due to medical conditions or who are on a recognised catch up schedule will be able to be enrolled on presentation of the appropriate form signed by a medical practitioner.