

# Enrolment

## Part II Section A 3

### Policy statement.

We aim to provide an efficient enrolment procedure that is clear and understandable to all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

### Considerations.

National Standards Section 4.6 (Access)

National Standards Section 5.3 (Maintenance of records)

Family Law Act

Laws related to privacy

### Procedure.

- \* An enrolment form must be fully completed and returned signed and dated to the centre supervisor along with the current enrolment fee and deposit (as per current fee structure) for each family before the child can attend the Centre.
- \* The centre supervisor is to go through the form with the parents, prior to the child starting care to ensure all details have been completed.
- \* When a parent is having difficulty in completing the form an enrolment interview should be conducted and if necessary organised in the parent's first language.
- \* The coordinator and/or management committee reserves the right to refuse enrollment to any child who does not have an enrollment form correctly filled in and/or has incorrect details.
- \* The enrolment form must contain all relevant details relating to personal, medical and custodial details for each child. Parent or guardian and emergency contacts along with any special requirements relating to that child must be provided
- \* If a child is subject to an access order or agreement, the Centre must have a copy on record plus any subsequent alteration registered by the court.
- \* Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.
- \* All enrolment forms are to be kept in a locked file and kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and/or State Department Officers.
- \* Enrolment forms are to be updated yearly or when there are changes to the family's circumstances.
- \* To confirm re-enrolment in the following year, current parents are asked to fill in a simple re-enrolment form at the end of each year. This updates their current circumstances and any changes to care required.
- \* Parents will be advised that it is their responsibility to immediately notify the centre supervisor of any changes to their current details on enrolment.
- \* Depending on availability of care, children may be enrolled at any time throughout the year.
- \* Parents may place their child on the waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability and priority of access guidelines.
- \* Parents must give 2 weeks notice to the centre supervisor to change or cancel current bookings.
- \* Fees will be charged for 2 weeks from the date of notice given to cancel bookings. Children not in care for the last 2 weeks will be charged at the current full fee rate as child care benefit cannot be claimed for the child after their final day present.(as per section 12.1 page 146 child care services handbook Department of Education Employment and Workplace Relations) (DEEWR).

Reviewed and updated by committee on 31<sup>st</sup> March 2010