

## **Policy Statement**

Our Organisation aims to provide an efficient and informative enrolment procedure that is understood by all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

## **Procedures**

- ✓ Refer to ACI Website for current enrolment procedures. Enrolment fee and bond for each family must be paid before the child can attend the Service.
- ✓ Coordinator is to go through enrolment procedure checklist prior to the child starting care, to ensure all details have been completed and understood.
- ✓ If the person completing the enrolment is having difficulty, an enrolment interview should be conducted and if necessary organised in the person's first language.
- ✓ Manager and/or Management Committee reserves the right to refuse enrolment to any child who does not have an online enrolment or if the enrolment has not been correctly completed and/or has incorrect or misleading details.
- ✓ Children will only be accepted without an enrolment in the case of an emergency where the School Principal/Authorised Nominee /Coordinator have discussed the need for the child to attend the Service. Emergency contact details must be provided for the child by the School/Authorised Nominee.
- ✓ Enrolment process will 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 Service 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 to minimise the likelihood of distressing situations occurring in the future.
- ✓ If the child has additional needs/LDC additional routine information, we require the family to complete a separate form advising us of all relevant information needed for the child and any other relevant information be attached before enrolment will be accepted.
- ✓ If a child with additional needs requires assistance over and above our normal ratios, the child will be unable to attend until the Service has the capacity to care for the child and the correct Staffing arrangements can be obtained.
- ✓ All relevant family information will be kept in a locked file and kept confidential, and will only be accessed by approved persons, relevant Staff, Management and Commonwealth and/or State Department Officers.
- ✓ Online enrolments and bookings will be completed through an approved CCS Software provider..
- ✓ Child's enrolment must be updated by families, when there are changes to the family's circumstances, contacts, medical conditions etc. Families will be advised that it is their responsibility to immediately notify the Coordinator of any changes to the details they provided at the time of enrolment.
- ✓ Complying Written Agreement and Conditions of Enrolment are completed electronically .
- ✓ Depending on availability of care, children may be enrolled at any time throughout the year.
- ✓ Families 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.
- ✓ If a family requests us to hold a place open for their child before the child's first day in care they will be charged the current daily fee to hold this position open. Absent days cannot be claimed through Child Care Benefit before a child's first day in care.
- ✓ Families must give 2 weeks written notice to the Coordinator to change or cancel current bookings.
- ✓ Fees will be charged for 2 weeks from the date of notice given to cancel bookings. If the child does not attend the Service in the last 2 weeks of care the current daily fee will be charged. Child Care Benefit will not apply after the family has ceased care.

## **Vacation Care**

- ✓ Children must be enrolled into a Service as mentioned above before using Vacation Care.
- ✓ Vacation Care online bookings must be completed by the early bird special due date to lock in a discounted daily rate or the regular daily rate will be charged.
- ✓ Booked days must be paid for even if your child is absent.
- ✓ Cancellations will only be considered if there is a waiting list and your place can be filled.
- ✓ Parents must contact the Service their child is attending before 8.30am if their child will be absent on a booked day, failure to do so will incur the current non notification fee.

- ✓ All fees and charges, including excursions must be paid by the due date as stated in ACI Fee Policy.
- ✓ A waiting list will apply, if needed, for care and excursions.

## Considerations

### Education and Care Services National Law

175	Offence relating to requirement to keep enrolment and other documents
301	National Regulations

### Education and Care Services National Regulations

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
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
102	Authorisation for excursion
102D	Authorisation for service to transport children
117A	Placing a person in day to day charge
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

### Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 1 Educational program and practice	1.2 Practice	1.2.1 Intentional teaching
QA 2 Children's health and safety	2.2 Safety 2.2 Safety	2.2.1 Supervision 2.2.2 Incident and emergency management
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

### Activity Centres Inc. Policies and Procedures

Child Protection	Medication Administration
Child Safe Environment	Reporting to the Regulatory Authority
Enrolment	Responsible Person
Excursion	Security
Hazardous Materials	Staff Child Ratio
First Aid Policy - Management of Incident, Injury, Illness and Trauma	Staff Training
Medical Conditions	Supervision

### My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>• Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>• Children take increasing responsibility for their own health and physical wellbeing</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>• Children interact verbally and non-verbally with others for a</li> </ul>

	range of purposes
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## Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>Children take increasing responsibility for their own health and physical wellbeing</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Legislation

NSW Fair Trading	Work, Health and Safety Act 2011
Safe Work NSW	Work, Health and Safety Regulation 2017

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Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 30 May 2023  
 Enrolment Policy is to be reviewed by the 30 May 2027