

# A-4 Enrolment

## NQS

QA. 6.1	Supportive relationships with families
QA. 6.1.1	Engagement with the service.
QA. 6.1.2	Parent views are respected.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

## National Regulations

Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider

## 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 information provided to us through the practice of secure recording and filing procedures.

## Related Policies

- Sylvania Heights BASC Policy A-1: Hours of Operation
- Sylvania Heights BASC Policy A-2: Priority of Access
- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy A-5: New Children Orientation
- Sylvania Heights BASC Policy A-6: Fees
- Sylvania Heights BASC Policy A-8: Dropping off and Picking Up
- Sylvania Heights BASC Policy A-11: Maintenance of Records
- Sylvania Heights BASC Policy A-13: Participation and Access
- Sylvania Heights BASC Policy A-14: Complaints
- Sylvania Heights BASC Policy A-15: Role of the Management Committee
- Sylvania Heights BASC Policy A-17: Privacy and Confidentiality
- Sylvania Heights BASC Policy D-1: Dealing with Medical Conditions
- Sylvania Heights BASC Policy D-9: Emergency Procedures

- Sylvania Heights BASC Policy D-15: Allergies
- Sylvania Heights BASC Policy D-16: Asthma
- Sylvania Heights BASC Policy D-17: Anaphylaxis
- Sylvania Heights BASC Policy D-18: Diabetes
- Sylvania Heights BASC Policy D-22: Child Protection Policy
- Sylvania Heights BASC Policy D-23: Child Management

## Procedure

An online Enrolment Form must be completed for each family, identifying each individual child prior to attendance at the centre. The appropriate Membership Fees, as set by Management, will be invoiced on finalisation of the online family Enrolment Form. This is payable by the parent / guardian before the child/ren can attend the Centre. Families on Direct Debit will have this debited during their next debit run.

The Nominated Supervisor, or authorised representative, will go through the online form prior to the child starting care to ensure all the appropriate fields have been completed and will advise parents/guardians of any missing information. Once all information has been received, the enrolment will be approved, and the Parent will receive an email advising of such.

The online Enrolment Form (available on the centre webserver) must be completed in full and contain the following information as prescribed in Regulation 160:

- the full name, date of birth and address of the child
- the name, address and contact details of:
  - each known parent of the child; and
  - any person who is to be notified of an emergency involving the child if any parent/guardian of the child cannot be immediately contacted; and
  - any person who is an authorised nominee; and
 

**Note: Authorised nominee** means a person who has been given permission by a parent/guardian or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.
  - any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
  - any person who is authorised to authorise an educator to take the child outside the education and care service premises;
- details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;

- details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;
- the gender of the child;
- the language used in the child's home;
- the cultural background of the child and, if applicable, the child's parents;
- any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
- the relevant authorisations set out in regulation 161;
  - an authorisation, signed by a parent/guardian or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek—
    - .i. medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
    - .ii. transportation of the child by an ambulance service; and
- the relevant health information set out in regulation 162;
  - medical practitioner or medical service; and
  - if available, the child's Medicare number; and
  - details of any—
    - .i. specific healthcare needs of the child, including any medical condition; and
    - .ii. allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and
  - any medical management plan, ASICA anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to above; and
  - details of any dietary restrictions for the child; and
  - the immunisation status of the child; and
  - if the approved provider or an educator or family day care educator has sighted a child health record for the child, a notation to that effect; and
  - in relation to New South Wales, certificates for immunisation or exemption for the child, as required under section 87(1), (2) and (3) of the Public Health Act 2010 of New South Wales.

If a child is subject to a court order, parenting order or parenting plan, the service must have a copy on record plus any subsequent alteration registered by the court prior to the child first attending the centre. This evidence of court orders or agreements must be provided upon enrolment in order to minimise the likelihood of distressing situations occurring in the future and must include any additional information relating to powers, duties, responsibilities and authorities of any person in relation to either the child or access to the child.

If a child has any specific health care requirements, for example, diagnosis of being at risk of anaphylaxis, a copy of the ASCIA Management Plan as set by the child's medical practitioner, must be received upon enrolment (or as soon as the child is diagnosed) and kept on record with the child's enrolment details. Where a child has such a specific health care requirement on enrolment, the paperwork and any associated medication must be received prior to the child first attending the centre. A Risk Minimisation and Communication Plan must also be completed by the centre and parent, identifying factors to minimise risk factors of the medical condition. This must be received prior to the enrolment being approved, and the child first attending the service.

All enrolment forms are to be kept in a secure file (see A-11 Maintenance of Records Policy) and kept confidential from all but the approved persons who enrolled the child, relevant educators and relevant Management Committee members, the Centre's Administrative Service Provider and Commonwealth and/or State Department Officers (see A-17 Privacy and Confidentiality Policy).

Online Enrolment forms are to be updated yearly and/or when there are changes to the parents / guardians details or circumstances. Parents/guardians will be advised that it is their responsibility to notify educators of any changes to their current details upon enrolment through the Family Handbook.

To confirm re-enrolment for the following year, and to cater for any changes to care required, current parents / guardians will need to complete online re-enrolment and selection of required bookings during Term 4 in preparation for the commencement of the following year. Parents / Guardians will access the online re-enrolment on the centre webserver via a link from the centre website ([www.sylvaniaheightsbasc.com.au](http://www.sylvaniaheightsbasc.com.au)).

Information will be communicated to Parents / Guardians as enrolment and re-enrolment commences in Term 4. Re-enrolling Parents / Guardians (including the addition of a sibling to an already enrolled family) are given a priority period within which to re-enrol, prior to enrolment of new parents / guardians commencing.

A closing date will be set and advised to all parents / guardians for when online enrolment and re-enrolment must be completed. Any parents / guardians failing to complete their online enrolment or re-enrolment prior to this date will be unable to make a booking during Week 1 and 2 of Term 1. This period ensures educators can assist in settling in any new children and provide the highest quality of care as opposed to communicating with new or re-enrolling parents / guardians regards their enrolment. The Director has the delegated authority to waive this two week booking period in extreme cases only.

Depending on availability of care, and subject to policy decisions above regards the closing date of enrolment and re-enrolment, children may be enrolled at any time throughout the year. Care will be determined by availability and the Priority of Access Guidelines (see A-2 Priority of Access Policy).

On enrolment, Parents / Guardians will be provided with a Family Handbook detailing how the centre functions, including:

- Philosophy and goals
- Management structure
- Priority of access and waiting list
- Hours of Operation
- Fee Structure
- Program
- Educator arrangements
- Child Care Subsidy (how to apply)
- Quality Standards
- Mandatory reporting
- Grievance and complaints handling
- A summary of all policies and procedures that relate to parents / guardians and children

Completion of the Online Enrolment Forms is considered to be the parent / guardian's acceptance of the Centre's policies and procedures.

## **Sources**

- Education and Care Services National Regulations 2011
- National Quality Standard
- Network of Community Activities Factsheet – 'Orientations'
- Privacy Act 1988
- Public Health Act 2010
- Family Law Act 1975

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