

ENROLMENT POLICY

At Unley Community Childcare Centre, we aim to make the enrolment and orientation process a pleasant and rewarding experience for families and ensure that each child's enrolment is completed as per our legal requirements.

Strategy

Tour of the Centre

We encourage families to visit the centre prior to putting their child's name on the waiting list at which time they will be given a tour of the centre.

The tour will include details on:

- Centre information (eg. community based centre, not for profit, 30 licensed places)
- Programming and planning methods
- Meals and snacks
- Fees
- Policies and procedures
- Signing in and out procedures
- Routines
- Immunisations
- The Early Years Learning Framework
- Educator qualifications and introduction to employees
- Educator and family communication including Storypark
- Families are invited to ask questions at any time

Once the tour has concluded, the employee conducting the tour will offer the families a waiting list form.

Waiting List

Should families wish to place their child/children's name on our waiting list, a \$20 non-refundable administration fee is required for each application. This administration fee does not confirm that your child will necessarily be offered a place within our centre, rather it enables you to be added to our waiting list.

As we receive enquiries for the waiting list, we place the names in order of enquiry in the waiting list folder. As vacancies arise, places are offered in accordance with the Priority of Access Guidelines.

When and how do vacancies arise?

Vacancies arise when:

- A child leaves the centre
- A child reduces or changes days of care
- A child moves up into the next room

Based on these conditions, we cannot always predict when a vacancy will arise thereby making it difficult to determine how long it will take for a place to become available.

Priority of Access Guidelines

Children who are enrolled at the centre or whose families are seeking a place at the centre will be admitted in accordance with the Priority of Access Guidelines that have been established by the *Department of Education, Skills and Employment*

Below are the Priority of Access Guidelines for Child Care Services which the centre must follow when filling vacancies:

1. A child at risk of serious abuse or neglect
2. A child of a single parent/guardian who satisfies, or a child of parents/guardians who both satisfy the work, training, study test
3. Any other child.

Within these three categories priority is also given to children in the following families:

- Aboriginal and Torres Strait Islander families
- families which include a person with a disability
- families on a low income, or who or whose partner is on income support
- families from culturally and linguistically diverse backgrounds
- socially isolated families
- single parent/guardian families

How can families help?

1. We encourage families to keep in contact with us by informing the centre of any changes, either to personal details or care requirements. We ask families to call at least every 2 months to confirm their continued interest. Should we not have contact from families in a 6-month period, we will assume they are no longer requiring care and will remove them from the waiting list.
2. The centre may be able to offer some of the families required days. Families are encouraged to accept the offered care until all required care/days requested become available. If a family is able to be flexible with sessions, it may also help them get a place sooner. Obviously, these options will not work for everyone.
3. It is a good idea for families to let the centre know if they find care elsewhere, or if they no longer wish to be on our waiting list for any other reason. This will help the centre save time making unnecessary phone calls and help keep the waiting list as up to date as possible.

Letter of offer

Once a place becomes available at the centre the family who requires the day and who is next on the waiting list will be sent a letter of offer outlining start dates, and potential days and times for orientation visits. A family has two weeks to respond to this letter before the

place is offered to the next family.

Enrolment

Once the letter of offer has been accepted in writing the enrolment process begins, a bond of \$250 will be requested. This bond is to secure your position at the centre. Once finishing at the centre and payment of your account is finalised, this bond will be returned or deducted from your final invoice.

All children enrolled at Unley Community Childcare Centre must be fully vaccinated as per the centre's Exclusion and Staying Healthy Policy. A copy of the enrolled child's immunisations must be presented during the pre-enrolment visit.

Families are invited to come in for a pre-enrolment visit to receive enrolment information, forms and to organise orientation visits for the enrolled child. We encourage you to bring your child in for a minimum of 3 visits for children under the age of two and a minimum of 2 visits for children over the age of two. This is to help your child settle prior to their commencement at the centre and to allow time for any questions. These visits will be organised at a time suitable with educators in the child's room, the director and the family.

During the Pre-Enrolment visit the following will be discussed:

- Parent Handbook and Room Information: Explanation of fees (including \$10 hat fee), absent days, and centre policies and procedures
- Medical Condition - Medical Management Plan: If a child suffers from asthma, diabetes, allergies, anaphylaxis, diagnosed at risk of anaphylaxis or any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner, they must also receive forms for an action plan or modified diet care plan and have them completed by a medical practitioner before starting at the centre.
- Child care subsidy: It is the family's responsibility to contact Centrelink to apply for the child care subsidy.
- Questions: Parents are given the opportunity to ask questions and are reassured that they may phone at any time to make queries.

Parental preferences and individual needs are considered, for example diverse languages, cultural backgrounds, and parenting styles. Concerns regarding separation anxiety for both the child and parent can be discussed and families are invited to share anything else about their child that may help their settling in process.

Finalising Enrolment

A time is made by the director to complete the enrolment with the family prior to their first day. During the visit, the centre's enrolment process, orientation and if necessary, action plans and modified diet care plans, will be discussed thoroughly. Before the child commences care at Unley Community Childcare Centre, the centre must have all the required documentation and medication for the child. The child will not be accepted into the centre without these forms being completed and requirements being met.

Should a child require additional support to attend the centre, the enrolment may be deferred until the centre can arrange support through an inclusion support agency.

Families should have contacted Centrelink to have their eligibility for Child Care subsidy assessed. If these details are available, we will complete the child's formal enrolment. Should family still need to access this information, we will complete an informal enrolment until these details are finalised.

Important Information Regarding Forms

If parents from a culturally and/or linguistically diverse background require a translation of handbooks and forms, translation and interpreting assistance can be organised through the Interpreting and Translating centre, telephone: 1800 280 203.

Links to:

Parent Handbook

Sources

WHS- Work Health and Safety Act 2012

Children and Young People (Safety) Act 2017

Early Years Learning Framework

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2010

National Quality Standard

South Australian Public Health Act 2011

Related Policies

Acceptance and Refusal of Authorisations

Additional Needs Policy

Child Protection and Risk Management Policy

Clothing and Comfort Policy

Communication Policy

Educational Program Policy

Exclusion and Staying Healthy Policy

Family Law and Access Policy

Fees Policy

Food and Nutrition Policy

Food Safety Policy

Inclusion, Equity and Diversity Policy

Interaction with Children Policy

Medication and Medical Conditions Policy

Parent Grievance Policy

Privacy and Confidentiality Policy

Transition Policy

NQS

QA1	1.3.3	Families are informed about the program and their child's progress
QA2	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented

QA3	3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA6	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
	6.1.2	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	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
	6.2.1	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.

National Regulations

Regs	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
	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards
	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	

EYLF

Principles	Partnerships
	Respect for Diversity
Practices	Learning Environments
	Continuity of Learning and Transitions
LO1	Children have a strong sense of identity
LO3	Children have a strong sense of wellbeing

Date Reviewed: September 2021

Next Review Date: September 2022

Revision Date	Summary of Changes
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September 2018	<ul style="list-style-type: none"> • Updated to be in line with Education and Care Services National Regulations 2018 • Updated to include “letter of offer” paragraph
6 th of September 2021	<p>Added families given info about Storypark, fee for centre hat</p> <p>Updated to <i>Department of Education, Skills and Employment</i>, updated priority access guidelines</p> <p>updated quality areas and EYLF</p>