

ENROLMENT AND ORIENTATION POLICY

We aim to ensure that our enrolment and orientation processes meet the unique needs of each child and family. This will support them during their transition to the service, help to develop collaborative partnerships, and promote a sense of belonging to the service community.

PURPOSE

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to enrolment and orientation.

SCOPE

This policy applies to the approved provider, nominated supervisors, educators, staff, and families. This policy should be read in conjunction with the Acceptance and Refusal of Authorisations Policy and Medical Conditions Policy.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S165A	Offence relating to children leaving the education and care service premises unauthorised	R157	Access for parents
S175	Offence relating to requirement to keep enrolment and other documents	R160	Child enrolment records to be kept by approved provider and family day care educator
R85	Incident, injury, trauma and illness policies and procedures	R162	Health information to be kept in enrolment record
R86	Notification to parents of incident, injury, trauma and illness	R168	Education and care service must have policies and procedures
R88	Infectious diseases	R170	Policies and procedures to be followed
R90	Medical conditions policy	R171	Policies and procedures to be kept available
R91	Medical conditions policy to be provided to parents	R172	Notification of change to policies or procedures
R92	Medication record	R177	Prescribed enrolment and other documents to be kept by approved provider
R102	Authorisation for excursions	R181	Confidentiality of records kept by approved provider
R102D	Authorisation for service to transport children	R183	Storage of records and other documents

LEGISLATION

<i>Child Care Subsidy Secretary's Rules 2017</i>	<i>Family Law Act 1975</i>

DEFINITIONS

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

Enrolment record: Refers to the information provided by families of enrolling children in the Enrolment form. The approved provider must ensure that an enrolment record is kept for each child enrolled at the service.

Orientation: Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.

Child Care Subsidy (CCS): A financial assistance program from the Australian government that helps families pay for early childhood education and care.

<https://www.servicessaustralia.gov.au/child-care-subsidy>

Complying Written Agreement (CWA): An arrangement or contract to provide care in return for fees. <https://www.servicessaustralia.gov.au/confirm-enrolment-for-child-care-subsidy?context=41186>

Additional Child Care Subsidy (ACCS): Provides extra help with the cost of education and care to families facing difficult or challenging circumstances.

<https://www.servicessaustralia.gov.au/additional-child-care-subsidy>

THE APPROVED PROVIDER WILL ENSURE:

- The *Enrolment and Orientation Policy* is regularly reviewed and updated to reflect current legislation and best practice guidelines.
- A Complying Written Agreement is completed with the parent of an enrolling child
- REED services remain Child Care Subsidy approved services
- The service has access to policies and procedures
- Prescribed enrolment records are kept, and the service has access to them
- Enrolments will be accepted providing:
 - The maximum daily attendance does not exceed the licensed capacity of the Service.
 - A vacancy is available for the booking required.
 - The adult to child ratio is maintained in each room.
 - Priority of access guidelines are adhered to.

NOMINATED SUPERVISOR WILL ENSURE:

- The *Enrolment and Orientation Policy* and related procedures are available at the service
- Training is provided on induction and as required to educators and staff on the enrolment and orientation processes
- The service has access to prescribed enrolment and other documents
- The service has secure storage for records and other documents
- Each child attends a minimum of one orientation visit before they commence
- Educators and staff are informed of any child commencing that has a medical condition before their commencement
- Quality practice approaches to enrolment and orientation are implemented
- Educators and staff view the enrolment and orientation process as an opportunity to begin to gather information about the child to inform the educational program

EDUCATORS AND OTHER STAFF WILL:

- Participate in training on induction and as required in relation to the *Enrolment and Orientation Policy*
- Ensure authorisations are completed within the enrolment record
- Use the enrolment and orientation process as an opportunity to begin to gather information about the child to inform the educational program
- Share information with families to support the child's transition to the service

ADMIN TEAM WILL ENSURE:

- the enrolment form is completed accurately and, in its entirety
- authorisations are signed by parents/guardians
- the child's Medical Management Plan (if relevant) is recorded in the child's folder in Xplor, and the Nominated Supervisor is informed
- Asthma and/or Anaphylaxis Action Plans are completed in full (if relevant) and uploaded to the child's file in Xplor and the Nominated Supervisor is informed

FAMILIES WILL:

- complete all documentation required by REED for enrolment
- provide required authorisations as indicated on enrolment form

- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.
- Adhere to REED's Policies

PRIORITY OF ACCESS

REED aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- At risk of serious abuse or neglect
- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
- Long day care children's bookings are prioritised, after school care bookings will be offered on a casual basis depending on availability of space.

TERMINATION OF ENROLMENT

TERMINATION NOTIFICATION

REED Management will advise families in writing that their child's enrolment will be terminated following all attempts to rectify any non-compliance.

Two weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at risk. In this case, an immediate termination of enrolment may apply.

Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment.

RELATED DOCUMENTS

RESOURCES	PROCEDURES
All About Me Form	Enrolment Procedure
	Orientation Procedure

SOURCE

Education and Care National Law and Regulations 2012
Australian Children's Education & Care Quality Authority

ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
 Australian Government Department of Education Child Care Provider Handbook (2024)
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
 Government of Australia Services Australia - <https://www.servicesaustralia.gov.au/>

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2024	<ul style="list-style-type: none"> Modification of template Revision of content (succinct and explicit) 	November 2025
February 2024	<ul style="list-style-type: none"> Editing of processes to include the Xplor App and Admin Team processes for enrolment 	February 2025
October 2023	<ul style="list-style-type: none"> Minor editing 	October 2024
September 2022	<ul style="list-style-type: none"> Identify relevant REED forms 	September 2023
August 2020	<ul style="list-style-type: none"> Age of enrolment edited to reflect all REED services including OSHC 	February 2021
February 2020	<ul style="list-style-type: none"> Priority of Access information condensed, Information updated to reflect Department of Health WA Immunisation Requirements, Minor editing and reformatting, Sources updated and alphabetised 	February 2021
January 2019	<ul style="list-style-type: none"> Policy developed by REED management 	January 2020