

Enrolment and Orientation Policy

Published	June 2020
Review Date	December 2021
Sources	Education and Care Services National Regulations, December 2019 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework January 2020

Aim:

To ensure open communication is established between the Approved Provider, Educators and families, and the required documentation is collected upon a child's enrolment with the service.

Responsibilities:

In relation to the Approved Provider & Co-ordination Unit:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to Enrolment and Orientation procedures

Pre- Enrolment:

- Ensure that applicants for Out of School Hours Care meet the eligibility criteria as determined by the Department of Education and (DET)
- The Co-ordination Unit will offer a placement to families in accordance with the DET priority of access:
 - Priority 1 – A child at risk of serious abuse or neglect
 - Priority 2 – A child of a single parent who satisfies, or of both parents who satisfy the work, training, study test
 - Priority 3 – Any other child
- Families are provided with 48 hrs to accept or decline an offer of a place
- Conduct an Initial Assessment about the child's needs, this could include:
 - Allergies, Medical Conditions, Additional Needs
 - Previous experience in care
 - Class at school
 - Friends who may attend the program
- Families will arrange to meet with the Educators at the venue
- Ensure enrolment records include all relevant information for each child as set out in the Education and Care National Regulations

Enrolment:

- An enrolment pack will be provided for parents upon the acceptance of a place
- A meeting time is set between the family and the OSHC Program

Enrolment Pack to Include:

- Family Handbook
- CCEL Website address
- Registration Form, including Additional Authorisations
- Code of Conduct (After School Care)
- OSHC Service Factsheet
- Additional information according to each families needs

Waiting List:

- Where demand for care exceeds the services number of approved places, families will be placed on the services waiting list
- Waiting lists will be refreshed every 6 months via email. If the service does not receive an updated reply from the family regarding their care needs, the family will be removed from the waiting list
- For families on the waiting list it is a good idea to keep in contact with the service regularly to update their care requirements
- Families already utilising care, but requiring extra days will be placed on an internal waiting list until a position becomes available
- When placing families onto the Waiting List conduct an Initial Assessment about the child's needs, this could include:
 - Allergies, Medical Conditions, Additional Needs
 - Previous experience in care
 - Class at school
 - Friends who may attend the program

Enrolment Procedure:

- Using the Enrolment Procedure Checklist, go through the roles and responsibilities of the Co-ordination Unit, Educators and Family
- Provide families with the opportunity to view and read the services current Policies and Procedures, which is available on CCEL's website
- Discuss the orientation of a new family and child with Educators, including a visit to the service and participation in the drop off and or collection procedure
- Discuss any additional child care needs, in consultation with parents/guardians seek further information from other services known to be involved with the child
- Forward copies of the enrolment records, including authorisations and health information to the Educators
- Ensure that any new families or siblings enrolling have completed and submitted their enrolment forms prior to starting, including the child's Immunisation Documentation (as per the Immunisation Policy)
- **Create a Dropbox file for each new child that starts care**
- Ensure that any new enrolments are submitted to CCSS System within 7 days of a child commencing care

In relation to the Educator:

- Be aware of their obligations under the current Education and Care Services National Law,

Education and Care Services National Regulations and the National Quality Standard in relation to Enrolment and Orientation procedures

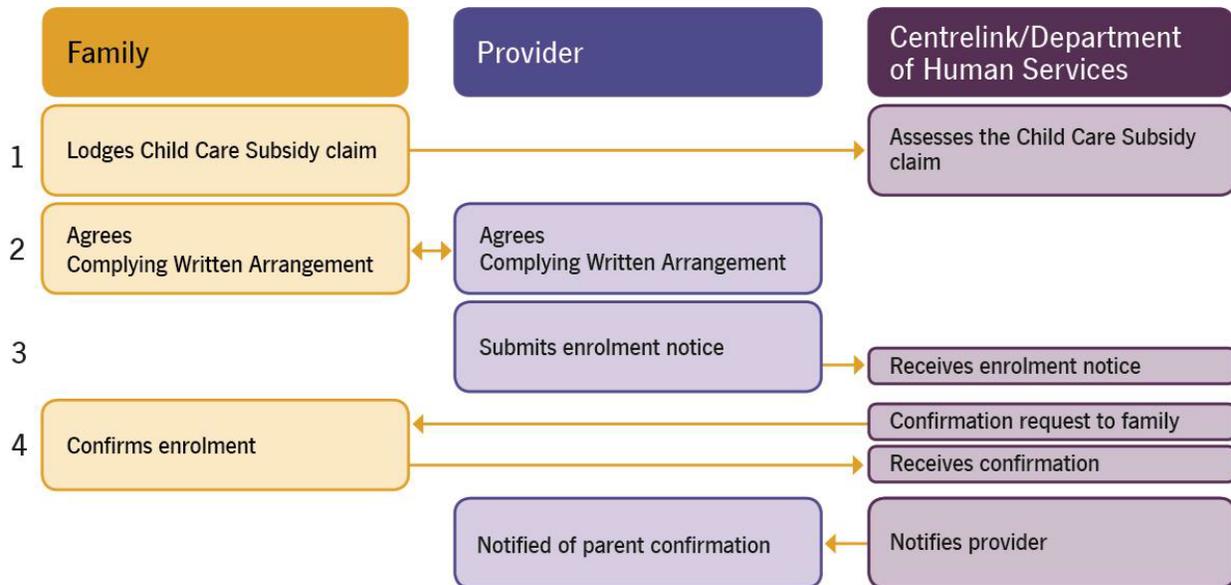
- Be familiar with the information provided on each child's enrolment record, including any authorisations and medical or health information
- Ensure that any new families or siblings enrolling have completed and submitted their enrolment forms prior to starting, including the child's Immunisation Documentation (as per the Immunisation Policy)
- Ensure that any new enrolment forms that are dropped off at the service are forwarded on to the Co-ordination Unit within 48 hours of a child commencing care
- Keep all child enrolment records in a safe, yet easily accessible place
- Maintain confidentiality in regards to the information on each child's enrolment record and any additional information provided to them by the family
- Discuss the daily program and routines
- Share information about the child's daily education and care needs
- Encourage families to share their understanding of their child's strengths, interests, abilities and needs
- Discuss any additional care needs (e.g. asthma, allergies)
- Discuss the communication channels that will best suit the Educators and family
- Share the services Philosophy, behaviour management strategies and expectations with the family
- Discuss routine excursions and ensure families consent by filling in the appropriate authorisation forms
- Provide families with the opportunity to view and read the services current Policies and Procedures on the CCEL website
- In consultation with each family develop an orientation plan that suits the needs of the family and child to help them become familiar with the service, and assist the child during their settling-in period
- Involve children who are currently enrolled in the service in the orientation process to help new children settle in
- Ensure the citing and authorisation of the required Risk Assessments are completed for the walk or travel to and/or from the Before or After School care venue
- Ensure the all other Excursion Form/s are signed by parents upon the child's enrolment
- Ensure a separate authority/ agreement is signed by parents upon enrolment for children who catch buses to and from the Before or After School Care venue

In relation to Families:

- Provide Country Kids Club with all the completed enrolment records, including authorisations, Immunisation Documentation and health Information prior to their child starting with the service
- Share information with the Educators about their child's daily education and care needs and any additional care needs (e.g. asthma, allergies)
- Share with the Educators their understanding of their child's strengths, interests, abilities and needs
- In consultation with the Educators develop an orientation plan to help them become familiar

with the service and assist their child during the settling-in period

Use the guide below from the Department of Human Services to establish a CCS Enrolment:



Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
January 2017	Scheduled Policy Review – No changes made
December 2018	Scheduled Policy Review – No changes made
June 2020	Scheduled Policy Review – Updated source details, added Guide to establishing a CCS enrolment, conducting an initial assessment for children