

6.1 ENROLMENT AND PLACEMENT OF CHILDREN

Introduction

Joondalup Family Centre aims to provide an easy procedure for enrolling children into our service. This is primarily now completed online via the Kidsoft program. Our website contains a link to the enrolment software.

Related Documents

National Quality Standards (NQS)

Quality Area 6: Collaborative partnerships with families and communities

Standard 6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Element 6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
Element 6.1.2	Parents views are respected	The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
Element 6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

Relevant Legislation

This policy contains several policies and procedures in regard to the enrolment and placement of children into the service to meet the following requirements:

Education and Care Services National Regulations 2012	
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

6.1.1 Enrolment into Service Policy

1 Purpose and Scope

Joondalup Family Centre aims to provide an efficient enrolment and orientation process that is clear and understandable to Educators/staff and families and meets our legal requirements. Additionally, we aim to ensure that each child and family receives an

enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

This Policy applies to the Educators/staff, children, and families.

2 Policy

Any child who meets our age eligibility criteria can enrol in our service if there is a place available.

Our service accepts enrolments from children aged between 30 months – 48 months.

Priority access will be given to children who are already enrolled at the service. Families are asked to inform us 2 weeks before the end of the term if they **are not** returning the following term. Existing families are encouraged to enrol online to be added to the waitlist when any additional children are 2 years 3 months. However, we do work on a first-in basis.

Enrolment

Enrolments will be accepted providing:

- a) The maximum daily attendance does not exceed the licensed capacity of the Service
- b) A vacancy is available on the day(s) proposed
- c) The adult to child ratio is maintained at the Service

When a family indicates their interest in enrolling their child in the service the following will occur:

- They will be offered a tour of the service. This will include information about the program and structure of the sessions, fees, days and hours of operation, educator qualifications, and the NQS framework. They will also meet the lead educator in the room the child will be starting in.
- Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child.
- If they wish to proceed with the enrolment, they will be asked to enrol online via the link on our website. This will add them to the “waiting list”. Information required includes:
 - The full name, date of birth, gender, and address of the child
 - The name, address and contact details of parents/guardians and other emergency contacts
 - Medical conditions and medical management plan
 - Vaccination and health records
 - Additional or special needs
 - Medical consent
 - Photograph and marketing consent.
 - Living and care arrangements including details of any court orders, parenting orders or parenting plans
 - language used in the child’s home and cultural background

Office staff review this enrolment online and, if a place is available on the day requested, offer a place online. A notification is then sent to parents accepting enrolment with the following information:

- A Welcome letter
- A Children's Services Handbook
- An invitation to complete "All about me" for their child

Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

Orientation

On the first day, the child and their family are welcomed into their room. Parents are encouraged to stay for a little while to settle their child in, particularly for new families/children. The time required for this will vary depending on each child so educators are flexible and individualise orientation for each family.

Families are provided with suggestions for developing a routine for saying goodbye to their child during orientation.

3 Procedures

Educators/staff will:

- Keep all enrolment forms in a secure place. Enrolment forms are to be kept confidential from all but the approved persons who enrolled the child, staff, and Regulatory officers.
- Accept the enrolment on receipt of all completed enrolment forms and payment of the enrolment fee as stated in the Fees policy
- Update enrolment when there are changes to the family's circumstances. Families are encouraged to do this online via the portal.
- Advise parents that it is their responsibility to notify them of any changes to their current details on enrolment forms.
- Provide all families with information through specific orientation procedure, if possible, prior to the child commencing education and care.
- Provide to and discuss with families their "Statement of Fees / Fee Schedule".
- Work with families to identify the individual education and care requirements of each child and their family. This will include tailoring the orientation / settling in process to meet the needs of individual children and families to support the continuity of care between home and the Educators/staff environment.
- Keep all child enrolment records until the end of 3 years after the child's last attendance.

4 Document History

Record of policy development		
Version	Date approved	Date for review
2014.1	30/06/2014	6/2015
2015.1	30/06/2015	6/2016
2016.1	30/06/2016	6/2017
2017.1	26/07/2017	8/2018
2018.1	1/08/2018	8/2019
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