



Wangaratta Children's Services Centre

Enrolment and Orientation Policy and Procedures 2023

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Authorising Officer	Director Community and Infrastructure
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National Quality Standard

6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Families are supported from enrolment to be involved in their 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	Collaborative partnerships enhance children's inclusion, learning and wellbeing
6.2.3	The service builds relationships and engages with its community.

National Regulations

Section/ Regulations	Description
Section 175	Offence relating to requirement to keep enrolment and other documents.
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 88	Infectious diseases
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 97	Emergency and evacuation procedures

Regulation 99	Children leaving the education and care service premises
Regulation 102	Authorisation for excursions
Regulation 157	Access of parents
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures.
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider
Regulation 178	Prescribed enrolment and other documents to be kept by family day care educators
Regulation 179	Family day care educator to provide documents on leaving service
Regulation 181	Confidentiality records kept by approved provider
Regulation 182	Confidentiality records kept by family day care educator
Regulation 183	Storage of records and other documents

Statement and Purpose

The Rural City of Wangaratta Children's Services aim to ensure that our enrolment and orientation process meet the unique needs of each child and family. This will

support them during their transition in the service, help to develop collaborative partnerships and promote a sense of belonging to the service community.

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

Policy and Procedures

Our Service accepts enrolments of children aged between 6weeks- 6 years of age. 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; and
- The family agrees to adhere to the Service's policies and procedures.

Priority of Access

Our Service aims to assist families who are most in need and may prioritise filling vacancies with vulnerable children/families.

Child Care Subsidy (CCS)

A Commonwealth Government means tested subsidy to assist eligible families with the cost of childcare.

Enrolment

To secure a child's position, parents/guardians must fill in an enrolment form; the child will then be placed on a waitlist. Families are required to contact Centrelink and register for Child Care Subsidy.

Once a space becomes available, the parent/guardian will be notified via email or phone.

Once a child has secured a position:

- Families will be invited to ask questions and seek any further information they may require;

- Families will be provided with information on Xplor and a start date;
- Families will be invited to bring their child into the Service at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the Orientation process;
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs, or plans.

Families will complete the enrolment form, informing educators of their child interests, strengths, and individual needs;

Families who wish to receive CCS as reduced fees must apply for CCS through the MyGov website/app;

It is a legal requirement that prior to the child starting at the Service we have all required documents including:

- The completed enrolment forms.
- Medical management plans (if relevant) completed by the child's general practitioner.
- A current immunisation History statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age.
- Details of any court orders, parenting orders or parenting plans;

It is a requirement for the Family Assistance Office (for CCS purpose), and Service policies, that immunisation information held by the service is kept current. Parents are reminded regularly throughout the year to provide any immunisation do not remain up to date, and evidence of this is not provided to the Service.

Unborn children can only be placed on the waiting lists. If an unborn child is placed on the waiting list, the family must advise the Service of the expected birth date.

It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.

Orientation of the Service

Orientation visits will be offered to families. During orientation the family must stay with the child. Families are not limited to the number of visits and the length of time. These visits are tailored to the families individual needs.'

During the orientation of the service (Service Walkthrough), families will be:

- shown the signing in/out process for attendance;
- Advised of appropriate clothing for children to wear to the Service;
- Introduced to their child's educators;
- Taken on a tour around the Service; and
- Asked to share information on any medical management plan or specific healthcare needs of their child.

Complying Written Arrangement

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a Complying Written Arrangement (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement and must be kept by the provider.

On the Child's First Day

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist both parents and the child. Parents will be reassured that they are able to stay with their child for as long as they choose. Parents can contact the service during the day to 'check' in on their child and request help with separation if this is a problem for their child.

Transitions

The service aims to arrange for room transitions when a vacancy occurs or at the beginning of the new year. As each room has different challenges and expectations, children will only be transitioned when they are ready in all aspects of their development. The opportunity to transition between groups/rooms at the service is based on many factors other than just age.

Three- year- old Kindergarten

We offer a three-year-old kindergarten program 15 hours per week. Please note all children in three-year-old kindergarten are expected to move to four-year-old Kindergarten the following year. We encourage families who are unsure when their child should start kindergarten to speak with our early childhood teacher/staff.

Four-year-old Kindergarten

We offer children 15 hours of kindergarten per week in the year before they start school. Children may be able to access a second year of kindergarten if an early childhood teacher assesses that they have developmental delays in two or more areas.

Data Collection Privacy Policy

Funded Kindergarten services are required to collect information from all parents/guardians about their education and employment. Information collected includes:

- highest level of primary/secondary education and highest qualification completed (e.g., non-school qualification, bachelor's degree). (Equivalent overseas education and qualifications are recognised.)
- Parents/guardians occupation group from the Parental Occupation Index for their main work. The data is used to help calculate the amount of 'School Readiness Funding' we receive, and we can use it to purchase a range of programs and resources including paying for professionals like speech therapists to work with children. All information provided during the enrolment process will be treated confidentially and will only be used to inform kindergarten funding.

Roles and Responsibilities

Management will ensure:

- The enrolment form is completed accurately and in its entirety;
- Authorisation are signed by both parents/guardians;
- A child with medical needs does not begin at the service unless a Medical Management Plan is received and medication is brought to the service each day;
- The child's Medical Management Plan is recorded, and this information is shared/distributed to educators.

- Risk Minimisation Plans and Communication Plans are requested/completed with parents for children with medical needs before the child begins education and care at the Service;
- The room is informed of the new child including any medical conditions, interests, developmental needs and strengths;
- Immunisation history statement have been sighted and uploaded onto Xplor;
- The enrolment is lodged through the appropriate software;
- A profile is created for the child on Xplor;
- that an enrolment record is kept for each child which contains all the information set out in regulation 160, as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation;
- Keep prescribed enrolment and other documents as set out in regulation 177, including a medication record and children's attendance record; and
- Keep records confidential and stored safely and securely for the relevant period listed in regulation 183.

Families will:

- Complete all documentation required by the Service 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; and
- Ensure all information about the child and family is kept up to date.

References

Education and Care Service National law Act 2010
Education and Care Service National Regulations 2011
Australian Children's Education and Care Quality Authority
ACEQA. Policy and procedure guidelines. Enrolment and Orientation
Australian Government Department of Education, Skills, and Employment
Australia Government Department of Education, Skills, and Employment (2019)
Guide to Additional Child Care Subsidy (child well-being)

Policies

Acceptance and Refusal of Authorisations Policy 2023
Children's Services Code of Conduct 2023
Dealing with Medical Conditions in Children Policy 2023

Interactions with Children Policy 2023

RCoW's Privacy Policy 2023

Definitions

Term	Definition	Source
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	ACECQA – Enrolment and orientation information sheet
Enrolment	An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child	Childcare provider handbook

Review

This policy must be reviewed at least every four years, or as required due to operational or legislative change.

Version History		
Version Number	Date of change	Reasons for change
1.0	September 2023	Re-formatting and re-structure of Council's Children Services policy framework