

POLICY – TERMINATION OF ENROLMENT

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1. National Quality Standards

Quality Area 2: Children’s Health and Safety		
Area	Concept	Descriptor
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
Quality Area 6: Collaborative Partnerships with Families and Communities		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service

See appendix 1 for Education and Care Services National Regulations.

2. Purpose

- 2.1 Baringa Child Care Centre Association Incorporated (Baringa) is developing a respectful and effective partnership with families. This partnership supports children’s inclusion, access, engagement and participation in the Service. Management implements systems to manage risks whilst promoting the health, safety and wellbeing of all children and staff within the Service. There

may be some circumstances where this is compromised due to non-compliance of our policies and therefore the appropriate course of action could lead to the termination of a child's enrolment.

2.2 *'All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.'* Quality Area 2, ACECQA.

2.3 We have the legal duty to ensure the health, safety and wellbeing of children, management, educators, families, volunteers and visitors at our Service. To promote respectful and effective partnerships with families, we ensure that parents participate in a comprehensive induction and orientation to the Service including detailing our terms of enrolment, as per our legal agreement, which advises families on the Services' right to terminate a child's enrolment if a service policy has been breached.

3. Scope

3.1 This policy applies to families and management of Baringa.

4. Implementation

4.1 Organisation/Nominated Supervisor/Responsible Person will:

1. Work in partnership with families to promote inclusion of all children within Baringa.
2. Use positive language and a range of communication strategies with children and families to ensure positive relationships.
3. Discuss concerns or issues of non-compliance with supervisors/management before communicating with families.
4. Document all communication and meetings (informal and formal) with families and outside professional support.
5. Access external professional support to ensure child's inclusion in Baringa's program.
6. Document proposed strategies and practices suggested to resolve any issue.
7. Develop individual educational plans for children as required (refer to Behaviour Guidance Policy; Additional Needs Policy, Inclusion Support Management Plan).
8. Implement State and Federal Government requirements for vaccination requirements for enrolment of children.
9. Remind families of our Code of Conduct policy.
10. Document evidence of non-compliance, events, behaviour, grievances and observations.
11. Ensure minutes are collected and signed by all parties present at meetings to ensure a true and accurate record of the meeting.

4.2 Service Policies: Baringa has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors. We reserve the right to terminate a child's enrolment if at any time a Service policy has been breached. This may include:

- Failure to comply with the enrolment contract.
- Disparaging, hurtful, or unsafe behaviour of a child that continues even with parent collaboration and/or support agency involvement in modifying the behaviour.
- Non-payment of childcare or late fees and/or recurring late payment of fees.
- Continuing to pick up the child past the required licensed time after consistent documented warnings.
- Inability to meet the child's individual needs without family support and commitment to ensure their child receives the best possible support within Baringa.
- Deliberate impertinence towards the approved provider or staff- Code of Conduct policy.
- If a parent knowingly brings their child ill to Baringa.

- Consistent child-rearing style differences between the parent and provider.
- False information given by a parent either verbally or in writing.
- Bullying and/or harassing Educators, children or families enrolled at the Service. (see Code of Conduct Policy).
- Failure to provide AIR Immunisation History Statement or AIR Immunisation Medical Exemption form or AIR Immunisation History Form (catch up schedule)

4.3 Termination Notification: Management or the Nominated Supervisor 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.

5. Feedback

Families and staff may provide feedback about this document by emailing **admin@baringa.org.au**.

6. Approval and Review Details

Approval and Review	Details
Approval Authority	Centre Management
Administrator	Centre Director
Next Review Date	February 2024

History	Details
Original Approval Authority and Date	8 February 2021
Amendment Authority and Date	N/A
Modifications made	N/A

Appendix 1 Education and Care Services National Regulations

Education and Care Services National Regulations	
155	Interaction with children

Appendix 2 Source

Australian Children’s Education & Care Quality Authority. (2014).
Australia Children’s Education & Care Quality Authority. (2018). *Guide to the National Quality Framework*.
Early Childhood Australia Code of Ethics. (2016).
Guide to the Education and Care Services National Law Regulations. (2017).
NSW Government. Anti-Discrimination Act 1977. No 48.
<https://www.legislation.nsw.gov.au/#/view/act/1977/48/full>
Revised National Quality Standard. (2018).
Work Health and Safety Act 2011 <https://www.legislation.gov.au/Details/C2017C00305>