

POLICY – ENROLMENT

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1. National Quality Standards

Quality Area 6: Collaborative Partnerships		
Area	Concept	Descriptor
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent 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.
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.
6.2.3	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

Appendix 1 includes the Education and Care Services National Regulations

2. Purpose

- 2.1 Baringa Early Learning Centre (Baringa) aims to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

3. Scope

- 3.1 This policy applies to educators, staff, management, and visitors of Baringa.

4. Policy Statement

- 4.1 According to the Child Care Provider Handbook (June 2019) 'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for [Child Care Subsidy \(CCS\)](#). An enrolment links the child, the individual claiming the subsidy and the childcare service.' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

5. Implementation

- 5.1 Our Service accepts enrolments of children aged between birth to 6 years of age. Enrolments will be accepted providing:
- a) the maximum daily attendance does not exceed the licensed capacity of Baringa.
 - b) a vacancy is available for the booking required
 - c) the adult to child ratio is maintained in each room.
- 5.2 Baringa aims to assist families who are most in need and may prioritise filling vacancies with children who are:
- a) at risk of serious abuse or neglect
 - b) children in Aboriginal and Torres Strait Islander families
- 5.3 Waitlist:
- a) Families interested in joining Baringa are required to submit a waitlist application followed with a tour of our centre aimed at sharing information and forming relationships.
 - b) Families are advised of Baringa's website for more detailed information, including access to centre policies, enrolment process and instructions, information about our educators, and the centre menu.
 - c) Families will be invited to bring their child into Baringa at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the Orientation process, as described via www.baringa.org.au/start (see also Baringa's *Orientation Policy*).
 - d) 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 documentation related to court orders, medical needs or plans.
 - e) If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words. Educators may use visuals to assist the child's understanding and communication with others.
 - f) Families who wish to receive CCS as reduced fees must apply for CCS through the MyGov website/app, including completing the CCS activity test.
 - g) It is a legal requirement that prior to the child starting at Baringa we have all required documents including:
 - i) the completed enrolment form
 - ii) medical management plans (if relevant) completed by the child's general practitioner
 - iii) birth certificate or passport
 - iv) details of any court orders, parenting orders, or parenting plans.

h) Parents must notify Baringa if their child is not up to date with their immunisations for their age via the enrolment form and attach the required documentation on their *AIR immunisation History Statement*.

i) In the case that a child is not up to date with their immunisations:

i) the family will be ineligible to receive reduced fees via CCS; and

ii) The child may be excluded for a period of time in the case of a vaccine-preventable disease at Baringa (see *Immunisation Policy*).

j) Unborn children may be placed on the waiting list to avoid the unfair allocation of places that may occur if children can only be placed on the list after birth. If an unborn child is placed on the waiting list, the family must advise Baringa of the expected birth date.

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

5.4 Enrolment:

a) To secure a child's position, families are required to pay a non-refundable 'New Enrolment Holding Fee' as per our *Fees Policy*, which will be credited to the family's account once the child(ren) commences.

b) Families will be asked to provide detailed information about themselves and their child(ren), as described in appendix 2.

c) Management will ensure that the enrolment form is completed in its entirety and that:

i) authorisations are signed by at least one parent/guardian

ii) a child with medical needs does not begin at the service unless a medical management plan is received and any associated medication is brought to the service each day.

iii) the child's Medical Management Plan is recorded, and this information is shared/distributed to educators.

iv) Action Plans are completed in full (if relevant).

v) Administration of Medication forms are completed (if relevant).

vi) Risk Minimisation Plans and ongoing communication are requested/completed with parents for children with medical needs.

vii) the appropriate Team Leader is informed of the new child including any documented medical conditions, interests, developmental needs, and strengths.

viii) A copy of the child's immunisation history statement is provided.

ix) the child is added to the online observation platform used by Baringa.

x) the enrolment is lodged through our online enrolment platform.

xi) a file for the Child's information is created.

xii) Feedback is gathered after the orientation process from the family.

5.5 Complying Written Arrangement:

a) The Approved 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.

b) The CWA must be recorded, and the parent must confirm the terms of the agreement either electronically or on a hard-copy and this must be kept at the service.

c) The CWA must include the following information:

- i) the names and contact details of the approved provider and the individual(s)
- ii) the date the arrangement starts
- iii) the name and date of birth of the child (or children)
- iv) if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
- v) the usual start and end times for these sessions of care
- vi) whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- vii) details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.

d) Where there are certain changes (fees or booked days) to the individual CWA for care between the approved provider and an individual, Baringa will update the arrangement and families will be required to confirm changes by signing the updated CWA.

e) An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.

f) Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their MyGov account.

5.6 Baringa will ensure all Additional Childcare Subsidy Procedure (ACCS) applications are managed in line with the [Guide to Additional Child Care Subsidy \(child wellbeing\)](#) and [CCS Handbook](#).

6. Feedback

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

7. Approval and Review Details

Approval and Review	Details
Approval Authority	Baringa Board
Administrator	Executive Officer
Next Review Date	31 October 2024

History	Details
Original Approval Authority/Revision Date	1 October 2021
Amendment Authority and Date	25 May 2023
Modifications made	5.5, 5.6 Amended

Appendix 1 Education and Care Services National Regulations

Education and Care Services National Regulations	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
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

Appendix 2 Enrolment information required

- i. Full name/s of parent/s (or the person legally responsible for the care of the child), residential address, place of employment and contact telephone number
- ii. Each parent's occupation, work hours and educational qualifications.
- iii. The full name, residential address and contact telephone number of a person or persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee).
- iv. The full name, address and contact telephone number of any person authorised by the parent to collect the child from Baringa (authorised nominee).
- v. Days and sessions during which the child will be in attendance.
- vi. The child's:
 - Date of birth.
 - Birth certificate or passport.
 - Residency status.
 - Address.
 - Gender.
 - Cultural background.
- vii. Provision of care – if care will be a routine and/or casual etc.
- viii. Complying Written Arrangement including fee information.
- ix. Immunisation History Statement.
- x. Any court orders or parenting agreements regarding the child.
- xi. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
- xii. Any special requirements of the family, including for example cultural or religious requirements.
- xiii. The individual needs of a child with a disability and/or with other additional needs.
- xiv. A statement indicating parental permission for any medications to be administered to the child whilst at Baringa.
- xv. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
 - medical treatment for the child from a registered practitioner, hospital, or ambulance service
 - transportation of the child by an ambulance service.
- xvi. Child's Medicare number (if available).
- xvii. Specific healthcare needs of the child, including allergies and intolerances.
- xviii. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
- xix. Details of any dietary restrictions for the child.
- xx. The name, address, and telephone number of the child's doctor.
- xxi. Authorisation for regular occurring transportation and regular outings/excursions.
- xxii. CRN for child and claimant
- xxiii. Child Care Subsidy Assessment confirmation.

Appendix 2 Source

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education, Skills and Employment. (2019) Child Care Provider handbook
<https://www.education.gov.au/child-care-provider-handbook-0>

Australian Government Department of Education, Skills and Employment. (2019) Guide to Additional Child Care Subsidy (child wellbeing)

https://docs.education.gov.au/system/files/doc/other/2019-11-28_-_accs_guide_0.pdf

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

Department of Human Services (Centrelink):

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Revised National Quality Standard. (2018).

Victoria State Government. Requirements for all early childhood services.

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx>