

Enrolment Policy

PURPOSE AND BACKGROUND

- (1) To ensure that each child's enrolment is completed as per 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.

POLICY STATEMENT

Enrolments will be accepted providing:

- (a) The maximum daily attendance does not exceed the approved number of places of the service.
 - (b) Child-educator ratios are maintained across the service.
 - (c) A vacancy is available
- (2) Where limited vacancies are available, we may prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
- (3) Within these categories we may also prioritise children in:
 - (a) Aboriginal and Torres Strait Islander families
 - (b) families with a disabled person
 - (c) families on low incomes
 - (d) families from a non-English speaking background
 - (e) socially isolated families
 - (f) single parent families.
- (4) We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria.

Enrolment:

- (5) When a family has indicated their interest in enrolling their child in our service, the following will occur:
- (6) A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals,

incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.

- (7) Families are given a copy of the Parent Handbook to read and are invited to ask questions.
- (8) 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. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
- (9) Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their Centrelink online account through my Gov and completing a claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- (10) As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.
- (11) 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.

On the child's first day:

- (12) The child and their family are welcomed into their room for the first day.
- (13) The Nominated Supervisor will ensure all details are finalised.

Other information about our service's enrolment includes:

- (14) We will try and accommodate families so that children from the same family can attend our service.
- (15) We are pro-immunisation. Please see our Immunisation Policy for further information.
- (16) In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's

enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or well-being of any other child at the service.

Information and Authorisations to be kept in the Enrolment Record

- (17) Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

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
96	Self-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

National Quality Standard

Standard / Element	Concept	Description
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard |
Children and Community Services Act 2004 | Occupational Safety and Health Act 1984 | Occupational Safety and Health
Regulations 1996 | A New Tax System (Family Assistance) Act 1999 | Early Years Learning Framework

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS	Created new revised template		