



## ENROLMENT POLICY

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and Gosford Pre-School Inc. (the Pre-School). Such partnerships enable the Pre-School and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Pre-School.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
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 Pre-School	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 Pre-School and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The Pre-School builds relationships and engages with its community

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
<b>S175</b>	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
<b>85</b>	Incident, injury, trauma and illness policies and procedures
<b>86</b>	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy
<b>91</b>	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
<b>96</b>	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
102	Authorisation for excursions
102D	Authorisation for service to transport children
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

## RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
Disability Discrimination Act 1992	A New Tax System (Family Assistance) Act 1999
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a>	

## RELATED POLICIES

Acceptance and Refusal Authorisation Policy Additional Needs Policy CCS Governance Policy Children's Belongings Policy Dealing with Infectious Disease Policy Dealing with Complaints Policy Delivery of children to and collection from Education and Care Service Premises Policy Excursion/Incursion Policy Family Communication Policy Immunisation Policy	Incident, Injury, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Medical Conditions Policy Orientation of New Families Policy Payment of Fees Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Transportation Policy Sick Children Policy Sun Safe Policy Withdrawal of a Child Policy
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## PURPOSE

We aim 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 Pre-School to promote positive outcomes for children whilst adhering to legislative requirements.

## SCOPE

This policy applies to children, families, staff, Approved Provider, Nominated Supervisor, management and visitors of the Pre-School.

## ENROLMENT

According to the Child Care Provider Handbook (May 2023) *'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... 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.

## IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

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



## START STRONG FUNDING PROGRAM

### ELIGIBILITY OF ENROLMENT AND PRIORITY OF ACCESS

The Pre-School is partly funded by the Department of Education (DOE) Start Strong Program. The Pre-School is committed to the Start Strong Funding Program, and its main objective of providing children access to 600 hours of high-quality early learning and care in the year before school. Our commitment to this program allows us the opportunity to access valuable State Government Funding in order to keep our fees as low as possible for our community.

To be eligible for funding under Start Strong, a child will need to be:

- At least 4 years old on or before 31 July in that preschool year and not in compulsory schooling; and
- Attending the Preschool for at least 600 hours per year (two days per week, 40 weeks each year)

Under the Start Strong Priority of Access Guidelines, the Pre-School is required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- children who are at least 3 years old on or before 31 July in that preschool year and from low income and/or Aboriginal families
- children with English language needs
- children with disability and additional needs
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. However, priority must be given to the groups outlined above before any other groups, including non-equity three-year olds.

The Priority of Access guidelines are intended to assist the Pre-School with making enrolment decisions, in a way that seeks to allocate places to those in the greatest need. However, the particular community needs of the Pre-School will also be relevant during the enrolment process.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the Pre-School.
- A vacancy is available for the booking required.
- The child attends for a minimum of two days per week, equal to 600 hours per year.
- The child is immunised.

Children with additional needs, including diagnosed disabilities will be enrolled, if in the opinion of the Director, the Pre-School can meet the child's needs. Additional resources and funding may be required. The Director will consult directly with the family to ensure all information is collected and additional support funding is available.

As per the Start Strong Funding Guidelines, the Pre-School will ensure the requirement of 75% of the Start Strong Funding is passed through to families via a reduced daily educational fee rate. Daily Educational fees will be regularly reviewed, as per the Payment of Fees Policy.

## FEE RELIEF PRESCHOOL FUNDING PROGRAM

The Fee Relief Preschool Funding Program provides 600 hours (2 days equivalent per year) to all eligible children enrolled at Gosford Pre-School. This program provides families with funding certainty.

Families are required to nominate their preferred service provider through the completion of a Declaration Form which Gosford Pre-School then registers with the Department of Education.



## **PATTERNS OF ENROLMENT**

The Pre-School invites children to attend on a set pattern of enrolment, for a minimum of 2 days per week, and to a maximum of 3 days per week. This allows the Pre-School to provide access to our preschool program to 80 children per week. This enrolment pattern has been designed to:

- Provide consistency and reliability for children and families
- Encourage the development of relationships and social interaction skills
- Build trust and confidence within children and their families.

The pattern of enrolment is:

Monday - Wednesday	Thursday - Friday
Monday - Tuesday	Wednesday - Friday

- All children who are eligible for enrolment based on the above criteria, and who are part of the first 80 children on the Waitlist for that year, will receive an Enrolment Letter of Offer.
- This offer will define allocation to the above enrolment patterns, based on Waitlist preference and availability.

## **PROCESS OF ENROLMENT**

When a family has indicated their interest in enrolling their child at the Pre-School, the following will occur:

1. Waitlist Application
2. Enrolment Letter of offer
3. Interview and Tour
4. Orientation
5. Commencement.

## **WAITLIST APPLICATION**

- Waitlist Eligibility – A child's name may be placed on the Waitlist from any age.
- Waitlist Fee - The fee to place a child's name on the Waitlist is \$20 and is payable prior to the name being added. Placing your child's name on the Waitlist does not guarantee a place.
- **It is the family's responsibility to keep the Pre-School informed of any changes to the information recorded on the Waitlist form.**

## **ENROLMENT - LETTER OF OFFER**

Letters of Offer to enrol your child at the Pre-School are distributed in July/August of the year prior to commencement, based on the enrolment list.

The Enrolment Package will include:

- Letter of Offer
- Link to Online Enrolment Form
- Information Booklet
- DOE Consent Form
- Storypark Agreement
- Orientation Details
- Enrolment Fee Invoice
- Policies and Procedures.



The Enrolment Letter of Offer will confirm that all documents, forms and fee details are to be returned to the Pre-School by the due date. Enrolments will not be processed until all documentation is received. The Director will ensure that families are aware of this legal requirement and their obligations to provide required information. Failure to return documents by the due date may result in the enrolment offer being withdrawn.

### **INTERVIEW AND TOUR**

In July/August of the year before enrolment, the first 80 registrations on the Waitlist for that year will be contacted to confirm the family is still interested in an enrolment.

As enrolment interest is confirmed, the child's name will be placed on the enrolment list.

During the Interview, The Director and/or Educational Leader will conduct a tour of the Pre-School and provide information about the Pre-School program and policies. The enrolment checklist will be used to ensure information provided and collected is consistent and comprehensive. Parents/guardians and family members are invited to ask questions and seek any further information they require.

Parents/guardians and family members are asked to provide the child's birth certificate (which we will take a copy) and record of Immunisation, as well as any further documentation that is relevant to the children, such as medical reports, behaviour plans or Court orders.

Families are required to provide current Australian Childhood Immunisation Register (ACIR) History Statement which shows that the child is up to date with their scheduled immunisations. The ACIR is the national register administered by Medicare that records details of vaccinations given to children. Please note that children's 'blue books' are not accepted. **Children are ineligible to be enrolled at the Pre-school if they are not immunised.**

### **ORIENTATION**

Orientation will take place on a day when the Pre-School is not operating. Each family (1 adult/child) will be designated a 1-hour time slot with a maximum of 20 families at any one time (pending restrictions).

During orientation, families will be provided an overview of information about the Pre-School. The Director will present this information and use the Orientation Checklist.

### **COMMENCEMENT**

Children will commence their enrolment from the starting date provided with the Letter of Offer. On the child's first day:

- The child and their family will be welcomed into the Pre-School.
- They will be greeted by one of the educators who will show them where to sign in and out, where the child's locker is located, where to place lunch boxes and the routines of that time of the day.
- Educators will be available to support children as they settle into Pre-School and say goodbye to their parents/guardians and families.
- The Director will ensure the enrolment checklist has been completed and all required documents and information has been received from families.

### **DOCUMENTATION REQUIREMENTS**

Families will be asked to provide the following information, which is included within the online enrolment form.:

- The full name, residential address, place of employment and contact telephone number of a parent/guardian.



- The full name, residential address, place of employment and contact telephone number of a person/guardian who may be contacted in case of an emergency concerning the child if a parent/guardian is unable to be contacted.
- Parent/guardian must nominate who can be contact in the case of an emergency or for the collection of the child. We ask that each parent/guardian also provide one emergency contact who is not a parent/guardian be provided.
- The full name, residential address, place of employment and contact telephone number of any person authorised to collect the child from the Pre-School. Parent/Guardian must nominate who can be contacted for the collection of the child.
- The gender of the child.
- Signed Payment of Fees Agreement
- Any court orders or parenting agreements regarding the child.
- The primary language spoken by the child and the language of the child's family.
- The cultural background of the child.
- Any special requirements notified by the family, including for example cultural or religious requirements.
- The needs of a child with a disability or with other additional needs.
- A statement indicating parental permission for any emergency medical hospital and ambulance services.
- The name and address and telephone number of the child's doctor.
- Excursion permission for regular occurring outings.
- The child's Medicare number.
- Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis.
- Any medical management plan, anaphylaxis Medical Management Plan or Risk Minimisation and Communication Plan to be followed with respect to a specific healthcare need, medical condition or allergy.
- Details of any dietary restrictions for the child.
- The immunisation status of the child.
- Birth Certificate.
- Confirmation of enrolment.

### **FINAL NOTES**

The Director will ensure:

- Enrolment form is completed accurately and in its entirety.
- Authorisations are signed by each parent/guardian.
- The educators are informed of the new child who will be in the room, highlighting any medical conditions, interests, needs and strengths.
- Immunisation history statement and birth certificate have been sighted and photocopied.
- Child is added to Storypark.
- Child's Medical Management Plan and Medical Risk Minimisation and Communication Plan is added to file and distributed (if relevant).
- **Note: A child with medical needs does not begin at the Pre-School unless a medical management plan is received, and medication is brought to the Pre-School each day.**
- Action Plans are completed in full ((if relevant).
- Administration of Medication forms are completed ((if relevant).
- Risk Minimisation and Communication Plan is completed with parents/guardians for children with medical needs.
- File for Child's information is created.
- Families are provided with an orientation\_evaluation to complete within the first 6 weeks of starting to gain feedback about the orientation and enrolment process.



### Child Care Subsidy

**Parents/guardians who have children enrolled at the Pre-School are NOT eligible for the Child Care Subsidy.** The Pre-School receives Start Strong Funding from the NSW Department of Education and, as such, is not eligible to access the Child Care Subsidy.

### Enrolment Record Keeping

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

## **CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Enrolment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

### **Source**

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

ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.

ACECQA. (2022). The Disability Discrimination Act: [What do Children's Education and Care Services Need to Know?](#)

Australian Government Department of Education (2022). Child Care Provider handbook

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing) <https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>

Australian Government Services Australia

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

Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>

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 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay

<https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>

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

[https://www.health.nsw.gov.au/immunisation/Pages/childcare\\_qa.aspx](https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx)

Revised National Quality Standard. (2018).