

## WITHDRAWAL OF A CHILD POLICY

To enable Gosford Pre-School Inc. (the Pre-School) to meet legal requirements, fill positions and maintain financial viability, families are required to provide notice when withdrawing their child from the Pre-School.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Pre-School philosophy and purposes	A statement of philosophy guides all aspects of the Pre-School's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality Pre-School.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the Pre-School.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
160	Child enrolment records to be kept by approved provider and family day care educator
168	Education and care services must have policies and procedures
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 POLICIES

Acceptance and Refusal Policy Enrolment Policy	Governance Policy Orientation of Families Policy Termination of Enrolment Policy
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### PURPOSE

We aim to ensure families gain a clear understanding of the Pre-School requirements when withdrawing their child from our care.

### SCOPE

This policy applies to children, families, Approved Provider, Nominated Supervisor, staff, educators and management of the Service.

## IMPLEMENTATION

During the enrolment and orientation process, families are to be made aware of the Pre-School requirements should they wish to withdraw their child from the Pre-School.

## WITHDRAWING FROM THE SERVICE

- Families are required to provide management with a minimum of four weeks written notice when withdrawing their child from the Pre-School.
- The letter must state:
  - the date they are writing the withdrawal notice,
  - the child's last day of attendance.
- Written withdrawal notification can be emailed or handed to the Director.
- This letter will be placed into the child's file and archived once they have left the Pre-School.
- A final account will be processed and noted on the withdrawal letter. The final account will be issued immediately to the family advising of the balance (payment is due or no payment due as applicable).
- A copy of the final account and withdrawal letter will be kept in child's file.
- Families must ensure the account is paid prior to final attendance.
- If payment has not been received the debt recovery process will start immediately.
- If, at any time during the child's enrolment, it is felt that it is necessary to discuss the viability of the enrolment due to a concern regarding the duty of care to the child or other children in our care, the Pre-School will immediately contact the parents/guardians or other Authorised Person (if relevant) to discuss all options. This may include the termination of the child's enrolment. (See *Termination of Enrolment Policy*)
- All records related to a child's enrolment must be kept securely until the end of 3 years after the last day of the child's attendance.

## CONTINUING ENROLMENT FOR THE NEW YEAR

- In term 2, families will be required to complete a Re-enrolment form confirming if their child will be going to school the following year, or continuing at Gosford Pre-School.
- In term 3, returning families will be provided with a letter to confirm their child's continuing enrolment for the New Year.
- Failure to return this letter may result in their child not being considered for a future position.
- Families with children going to school the following year will be required to complete the Re-enrolment form confirming that their child will be going to school the following year, adding an end date to their child's care.

## STAFF MEMBERS WITH CHILDREN AT THE SERVICE

Staff members are welcome to enrol their child at the Pre-School; however, if a staff member is terminated from their position, the Pre-School reserves the right to terminate the child's position due to conflict of interest.

## WITHDRAWAL PRIOR TO COMMENCEMENT

If a family has accepted the offer of an enrolment, then decides to withdraw from the Pre-School before the agreed commencement date, the written notice period applies. If less than the written notice period is given prior to the agreed commencement date, full payment of the two weeks holding deposit/bond is payable to the Pre-School and is non-refundable.

## UPDATING AND ENDING ARRANGEMENTS AND ENROLMENTS

Enrolment notices must be updated in the following circumstances:

- The family disagrees with details of an enrolment and the service agrees an update is required
- The care arrangement between the service and family changes

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- The service notices information on the enrolment is incorrect
  - The enrolment ends

### **CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Withdrawal of a Child Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

### **SOURCE:**

Australia Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).

Australian Government Department of Education (2023) Child Care Provider handbook

<https://www.education.gov.au/child-care-package/child-care-provider-handbook>

Australian Government Services Australia Child Care Subsidy

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

Early Childhood Australia Code of Ethics. (2016).

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