

Enrolment Policy



NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.
	2.3.1	Children are adequately supervised at all times.
	2.3	Each child is protected.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QA6	6.1	Respectful supportive relationships with families are developed and maintained.
	6.1.1	There is an effective enrolment and orientation process for families.
	6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.

National Regulations

Regs	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
	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
	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards
	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

EYLF

LO1	Children feel safe, secure, and supported
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Aim

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.

Who is affected by this policy?

Children
Families
Educators

Implementation

Our service accepts enrolments of children aged between 0-6 years.

Before placing a child on our waitlist or preceding with an enrolment we require that families have a tour of the service first to view the environment and engage with educators.

Once a position has been offered and accepted families will be sent a link via our online portal Hub Hello, there families can complete a form with children and families information.

We ask that you complete as much of the information within the form as possible to give us a sound understand of you child.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service.
- A vacancy is available. (Please see Priority of Access Guidelines in appendix)

Minimum days of enrolment

At Bottleforest, we welcome bookings with no minimum attendance requirement. Whether you need care for just one day a week or more, we're happy to accommodate. However, for families needing care for two or more days, we ask that the third day be either a Monday or Friday, subject to availability.

This policy will apply to all new bookings and any booking changes starting February 2025.

Enrolment Process:

Prospective families are invited in for a tour of the service Monday-Thursday at 4pm, during the tour a senior member of staff will show the family around the service and discuss the families' individual needs and answer any questions they may have.

If the family is keen to take a position at the service we ask them to send an email to botteforestldc@bigpond.com with the follow information:

- Childs name
- Date of birth
- Days requested
- Requested start date
- Parents contact information

Places are given provided on availability – Bottleforest is licenced to have up to 45 children a day. If there is no immediate position families will be placed on our waitlist. If there is a position, we ask that families confirm within 48 hours of email before the position will be passed onto the next in line on the waitlist.

Bottleforest does not charge a waitlist application fee or bond.

Once placement is confirmed the digital enrolment form will be shared with families and to be completed before the enrolment commences.

Once the paperwork is completed the service will submit the child's enrolment notice to Centrelink and the family will just need to log on, confirm the enrolment to start receiving CCS.

Orientation

The week before we will invite the child and their parent or care giver into the service for a "stay and play" orientation, generally between 10am-11am. During this time as children are not formally enrolled, so a family member must stay with them.

This orientation allows children the opportunity to engage with the environment, children and educators and see a trusted adult doing the same. This helps the orientation process developing a sense of trust between the service and the child.

January Re-Enrolment

Around September we will send out a booking email for days for the following year. If your days are staying the same, we ask families to respond to the email to confirm. If days are changing, we ask families to let us know as soon as possible. New day availabilities are based on the date received back. Once we have received all currently enrolled families booking forms back, we will allocate changes where possible. Families will be notified as soon as possible if their request has been approved.

All new year bookings and room changes start from the date we reopen after our Christmas holidays. Children whom are starting formal schooling education will have their last day before our Christmas closure.

Casual Days

There may be occasions where we are able to offer casual days. Casual days can only be approved if our in-room ratio is maintained and there is no more than 45 children in attendance across the service.

Casual days are approved on a first in best dressed basis.

We cannot guarantee casual days during school holidays to children who attend Pre School that operate via school terms.

We asked that families let us know of any planned holidays so we are able to approved extra day requests as they come in.

Late Collection of Children

We ask that families arrive before 6pm to collect their children but we do understand that sometimes lateness is unavoidable. The late fee is charged at \$2 a minute and must be paid in cash before the end of the week.

Sources

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulations 2001

Child and Young Persons (Care and Protection) Act 1998


Education and Care Services National Regulations 2011

National Quality Standard

Family Assistance Legislation Amendment (Child Care) Act 2010

Early Years Learning Framework

Reviewed – February 2025

Enrolment Checklist (National)		 Director
National Regulations	Part 4.7 – 160, 161, 162.	

All parts of the Enrolment Form completed and signed where necessary.	
All relevant information attached as required – court orders, parenting orders, parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child, the child's residence or child's contacts with parents or other person.	
All relevant information provided as required – cultural, religious, dietary requirements or additional needs.	
All authorisations are noted and signed by parents in relation to – authority for medical treatment, dental treatment, administration of general first aid products and ambulance transportation.	
All declarations of consent for being an emergency contact person are signed by the Authorised Nominee.	
Relevant health information is included – medical practitioner or medical service, Medicare number, dental practitioner or service, healthcare needs including medical conditions, allergies, anaphylaxis or at risk of anaphylaxis.	
All relevant information attached as required – medical management plan, anaphylaxis medical management plan or risk minimisation plan, dietary restrictions and immunisation status.	
Sunscreen and Photography policies explained and signed where necessary.	
Parent Information Pack discussed including relevant service policies and procedures.	
Parents 1 & 2 DOB and CRN provided.	
Child's DOB and CRN provided.	
Child's Birth Certificate or equivalent cited.	
All indemnity and permission notes signed.	
Authorisation signed for the service to take child on regular outings.	
Authorisation signed for the service for child to participate in incursions.	

Sign in/out procedure explained.	
Tour of service and introduction to educators.	
Medication and Illness procedures explained.	
Guiding Children's Behaviour Policy explained and discussed.	
Credit reference check permission form signed.	
Direct Debit form completed/method of payment for fees established.	

Priority of Access Guidelines

Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has "Priority of Access Guidelines" for allocating places in these circumstances. The guidelines only apply to approved child care. They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places.

Every approved child care service has to abide by the guidelines and must inform families when a child is enrolled into the service.

Priorities

- First Priority: a child at risk of serious abuse or neglect;
- Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999';
- Third Priority: any other child.

Within these main categories priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families;
- children in families which include a disabled person;
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$39 785 for 2011-2012, or who or whose partner are on income support;
- children in families from a non-English speaking background;
- children in socially isolated families; and
- children of single parents.

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. This is done at the discretion of the service. They can only do so if parents -

- are notified when your child first entered care that your service follows this policy
- are given at least 14 business days notice of the need for your child to vacate (28 days if notice is given in December).

Separate to the Australian Government's Priority of Access Guidelines, and once these guidelines have been met; our service also prioritises siblings of children who are already enrolled at the service.