

9.1 Enrolment and Orientation Policy

1. Purpose

The Australian Government provides childcare access for families. Where demand for care exceeds supply, My Place Family Day Care will allocate available places to families in accordance with the priority of access guidelines given by the Australian Government Department of Education.

My Place Family Day Care manages children's enrolments in a manner that ensures the placement of a child into care is in accordance with all Government legislative and regulatory requirements. Educators will provide children and families with an orientation process for their individual Service.

2. Scope

This policy applies to the Nominated Supervisors, Coordinators, Educators, Educator Assistants, parents and children

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child**

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Educator: A suitably qualified person who is registered with the Service.

Educator's Residence The home or venue approved to provide childcare by an approved educator of the Service.

4. Policy

My Place Family Day Care is committed to providing access to childcare and has effective enrolment and orientation processes in place to obtain all appropriate information about the specific needs of each child, support their inclusion within the Service and to impart appropriate information to parents.

4.1 Access to childcare

The Service recognises and will implement the Australian Government Department of Education guidelines priority access to childcare placement.

4.1 Enrolments

The enrolment process aims to ensure all the relevant information and authorisations are collected before parents can access childcare. This information is used to guarantee the child's health, safety and wellbeing needs are considered and any eligible childcare subsidy can be applied to fees.

4.1.1 Enrolment Form

An enrolment form will be kept for each child enrolled in the Service which contains the information as required by the Education and Care Services National Regulations 2011.

The parent must sign a child's enrolment form which specifies the terms and conditions of the care arrangement and acts as an authority for certain permissions, including the mandatory permission for emergency medical, hospital and ambulance service and permission for the child to travel by car.

The Service will ensure each child's enrolment form is provided to the Educator prior to commencement of the child's education and care.

No child will commence care with an Educator until the enrolment process is finalised.

Parents will inform the Service and update the enrolment form if any circumstances outlined within the enrolment form have changed.

4.1.2 Enrolment Confirmation

The Service will ensure all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy are enrolled in accordance with the Family Assistance Law.

The Service will lodge an enrolment confirmation in the Child Care Subsidy System to show they have made an arrangement with an individual or organisation and a child is enrolled.

4.1.3 Confidentiality and Records Storage

The Service will ensure the enrolment form is kept in a secure manner in accordance with 10.4 Confidentiality and Records Management Policy.

Educators will keep each child's enrolment form in a secure but accessible place to ensure the confidentiality and privacy of each child in accordance with 10.4 Confidentiality and Records Management Policy.

4.2 Placement processes are planned and implemented

The Service recognises the most successful placements of children into Family Day Care are when there is a match between the needs of the child, family expectations and the Educator's ability and willingness to meet the individual needs of the child.

It is the role of the Coordination Unit staff to implement systems and practices that allow for placements to occur in a fair and ethical manner. It is also important that placements are made as quickly as possible to ensure Educators are given every opportunity to fill a vacancy and for families to find suitable quality education and care.

4.3 Orientation processes are planned and implemented

The Service and Educators recognise that parents may feel anxious about leaving their children in care. Children can sense this anxiety and may feel insecure.

The Service believes that a sensitive, and where possible, gradual approach to orientating families to care enables parents and children to feel secure.

The Service will provide parents with the welcome pack and information about the Service, Approved Provider and access to the Service Policies and Procedures.

Educators will liaise and work with families to consider how best to orient them and their child.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	09/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 3.3 Diversity and Inclusion Policy
- 4.4 Medical Conditions Policy
- 10.3 Confidentiality and Records Management Policy
- 10.4 Fees Policy

Procedures

- 4.11 Immunisation Procedure
- 4.19 Medical Conditions
- 4.20 Anaphylaxis
- 4.21 Asthma
- 9.1 Access to Child Care Places Procedures
- 9.2 Enrolment and Orientation Procedures
- 10.6 Confidentiality and Privacy Procedures
- 10.7 Record Management and Storage Procedures
- 10.10 Fees Procedure

Forms

- Child Enrolment Form
- Contracted Hours/Harmony Web Form
- Booking Change Request Form

Other Documents

- Welcome Pack
- My Place FDC Website

References

Family Law Act 1975 (S61B-Cth)
Queensland Consolidated Acts, Criminal Code Law 1899 Section 286 - Duty of Person who has care of a child; retrieved 30th October 2019 -
http://www5.austlii.edu.au/au/legis/qld/consol_act/cc189994/s286.html

Australian Government, Department of Education, Child Care Provider Handbook 2019 – Enrolling Children – retrieved 30th October 2019 from:
https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf

Australian Government, Department of Education, Priority for filling child care places – retrieved 30th October 2019 <https://www.education.gov.au/priority-filling-child-care-places>

Education and Care Services National Law 2010
s. 175 Offence relating to requirement to keep enrolment and other documents

Education and Care Services National Regulations 2011
R.160 Child enrolment records to be kept by approved provider and FDC educators
R.161 Authorisations to be kept in enrolment records
R.162 Health information to be kept in enrolment records
R.168 (2) (k) Education and Care service must have policies and procedures

Guide to the National Quality Framework 2018 Chapter 2 The National Quality Standards, Quality Area 6: Collaborative Partnerships with families and communities: 6.1.1 Engagement with the Service- Families are supported from enrolment to be involved in the service and contribute to service decisions. 6.1.3 Families are Support – current information is available to families about the service and relevant community services and resources to support parenting and families wellbeing

Quality Area 7: Governance and Leadership – 7.1.2 Management systems: Systems are in place to manage risk and enable the effective management and operation of a quality service.