



ENROLMENTS AND ORIENTATION

Enrolments will be accepted according to the Australian Government ‘Priority of Access’ Guidelines. Enrolments will be considered for Junior Primary/Primary school aged children, and upon negotiation with the Director outside of this. We acknowledge the importance of a thorough induction process to ensure all families feel welcomed and informed with relevant information prior to their children’s attendance. The service will ensure accurate and updated information is readily available to enrolling families. Families have an obligation to ensure accurate, relevant and updated information is provided to the service in order for the service to provide the best quality of care to their children.

Procedure:

- An online enrolment must be completed through FullyBooked by each family for each child.
- The Governing Council will determine limits on the number of children with additional needs that the service is able to appropriately care for – the referring agency will be advised of this decision.
- On enrolment parents will:
 - Be given an induction to the service (when a parent/caregiver is not fluent in English, the enrolment interview will, wherever possible, be conducted in their first language)
 - Provided with a ‘Family Handbook’
 - Advised about access to service policies
 - Required to complete the online enrolment
- Enrolments will be updated by parents/caregivers when their circumstances change, to ensure information is current and correct. It is the responsibility of a parent/caregiver to notify the service of any changes to family circumstances.
- Enrolment information will be kept in a confidential file. Access to this information is available only to the Director, service educators, management committee members and Australian Government department Officers where appropriate.
- Parents/caregivers will have access to their own file (*see Confidentiality Policy*).

NATIONAL QUALITY STANDARD

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 service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent/caregivers 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 service 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 service builds relationships and engages with its community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

77	Health, hygiene and safe food practices
78	Food and beverages
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
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
178	Prescribed enrolment and other documents to be kept by family day care educator
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents



Policy reviewed	Previous modifications	Next review date
14/05/2021	NO CHANGES	2022