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a. Caffrey Street, McLaren Vale SA 5171

8323 9217



Enrolment Policy

NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
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QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.
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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
	91	Medical Conditions Policy to be Provided to Parents
	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
	181	Confidentiality of records kept by approved provider
183	Storage of records and other documents	

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My Time, Our Place

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.

Related Policies

- Additional Needs Policy
- Administration of Authorised Medication Policy
- Child Protection Policy
- Excursion Policy
- Food, Nutrition and Beverage Policy
- Health, Hygiene and Safe Food Policy
- HIV AIDS Policy
- Immunisation and Disease Prevention Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Orientation for Children Policy
- Privacy and Confidentiality Policy
- Record Keeping and Retention Policy
- Relationships with Children Policy
- Rest, Relaxation and Clothing Policy
- Unenrolled Children Policy

Who is affected by this policy?

- Children
- Families
- Educators

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Implementation

Our service accepts enrolments of children who attend McLaren Vale Primary School. Our vacation care program is also available to the local community after first being offered to McLaren Vale families.

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 below.)

Priority of Access Guidelines:

Children who are enrolled at the service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Federal Government.

Below are the Priority of Access levels which the Service must follow when filling vacancies.

1. A child at risk of serious abuse or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999.
3. Any other child.

Within these three categories priority is also given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Upon enrolment families will be notified of their priority and advised that if the service has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

Outside school hours' care is primarily for school children. Our service may ask a child not yet in school to leave if a child who is in school applies for a place.

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Enrolment:

When a family has indicated their interest in enrolling their child in our service, the following will occur:

- A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, signing in and out procedure, the National Quality Framework, room routines, introduction of educators and educator and parent communication. Families are also invited to ask any questions they may have.
- Discussions are held between OSHC staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor. We request that parents begin to fill out enrolment forms at that time, and discuss their child with us so we can accommodate their needs in the service from the first day they start with us.
- Families can claim Child Care Subsidy online by signing into their Centrelink online account through My Gov and completing a Child Care Subsidy claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.

Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed

Other information about our service's enrolment includes:

- We will try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child may be excluded for a time or not participate in a planned excursion if the nominated supervisor decides the child's behaviour threatens the safety, health or well-being of any other child at the service.
- Enrolment details need to be updated each year, as are children's bookings. Bookings do not automatically roll over into the next year.

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Information and Authorisations to be kept in the Enrolment Record

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

Sources

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Child Protection Act 1993
Education and Care Services National Regulations 2011
National Quality Standard
A New Tax System (Family Assistance) Act 1999
My Time, Our Place Framework for School Age Care

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: 25th October 2022

Date for next review: 25th October 2024