



Policy and Procedure

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Enrolment & Orientation

1. Policy Statement and Purpose

All Early Learning and Care Services are licensed under the Roman Catholic Trust Corporation for the Diocese of Cairns with management delegated to Catholic Early Learning and Care.

Each child will have a current Enrolment Form. The requirement for this is twofold, firstly to ensure the safe and appropriate care of children and secondly to ensure compliance with legislation.

Bookings are essential, and not transferred from each school year or from one vacation care program to the next. Limitation on vacancies is dictated by licence capacity and staffing.

Catholic Early Learning and Care acknowledges the importance of an effective orientation procedure. New families will be provided with comprehensive information about the service's operation and management details. Services recognise the varying needs and perspectives of families from culturally and linguistically diverse backgrounds. The service will allow time for families to spend time with their children in the service and families are encouraged to ask questions and share their concerns.

Enrolment within an Early Learning and Care facility **DOES NOT** guarantee a placement within a Catholic School. A separate enrolment procedure exists for children attending school.

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011. (168)

2. Application

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. Procedure

Acceptance and Refusal of Authorisation:

Our education and care services require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This section outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal. Correct authorisation will be obtained, referred to and applied appropriately ensuring reduction in possible risk.

Management Responsibility - Enrolments:

- The service waiting list will follow priority of access guidelines.
- Parent/Guardians are invited to complete a waiting list form if there are no places available at the time of request.
- Parents/Guardians are advised to keep the service informed of any change of details regarding information provided.
- A waiting list fee may be charged for confirmation of waiting list, a receipt will be issued.

- Orientation sessions are provided for parents considering child care placement. This meeting will include a brief overview on staffing, curriculum, accreditation and service facilities.
- Priority will be given to siblings of currently enrolled children in accordance with Priority of Access guidelines.
- When a vacancy occurs priority will be given to requests by families already enrolled at the Service.
- Consideration will be given to staff of the service who are parents requiring child care.

Nominated Supervisor Enrolment:

Time will be provided for families to discuss any needs with the Nominated Supervisor

The orientation and induction checklist in the enrolment form are to be completed upon enrolment or during the orientation and induction process.

The enrolment interview will include:

- The Service Nominated Supervisor will conduct an enrolment interview for all enrolling families
- An overview of the Service curriculum
- An invitation to spend time with their child during opening hours to allow the child time to settle
- An overview of the parent handbook detailing the service policy and procedure information
- An introduction to staff and planned orientation schedule
- An introduction to the CELC website and location of relevant procedures and forms
- An introduction to children's journal or programming information including information on how parents can contribute to the program
- A guided tour of the service with particular detail to layout of enrolling child's/children/s rooms
- Information on payment of accounts, communication practices and procedures and arrival and departure details
- Details of what each child is required to bring to the service
- Information on how to provide feedback

Where required:

- Service information will be made available in languages that reflect the community's needs
- Interpreter service will be made available for non-English speaking families
- Older children will be invited to complete the "child profile" so the service may begin to collate information about the child's needs and interests

Nominated Supervisor Responsibility:

Ensure documentation relating to authorisations contains:

- The name of the child enrolled in the service, date and signature of Parent/Guardian or nominated contact person
- The original form/letter/register provided by the service
- Ensure the Parent/ Visitor Code of Conduct has been signed on the enrolment form
- Apply these authorisations to the collection of children, administration of medication, excursion permission
- Keep these authorisations in the enrolment record
- Access to records
- Exercise the right to refusal if written or verbal authorisations do not comply
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma
- The service can administer medication without authorisation in these cases, provided they contact the Parent /Guardian as soon as possible after the medication has been administered

When Children commence:

- New children will be introduced and welcomed to the group
- Educators will show new children areas the children have access to
- New children will be closely monitored to ensure they are settling in
- Older children will be 'buddied' with a peer, selected by the educational leader

Parent/Guardian Responsibilities:

To support all children and families with their individual needs, the service requires individual information for each child.

Parents are required to follow the enrolment and booking practices of the service. On enrolment Parents are required to provide:

- Enrolment information for parent and child details
- Information about family and child's cultural, religious and or language requirements at the time of enrolment
- Information of the family and or child's additional needs at the time of placement in child care
- Emergency contacts
- Child health information including child's immunisation records
- Individual care plans
- Individual medical plans as required
- Child Care Subsidy details
- Parents/Guardians and Nominated Supervisor will discuss and plan an orientation plan for each child
- Parents/Guardians will make themselves familiar with the Parent handbook and relevant content on the CELC website
- Parents/Guardians/Visitors/Volunteers/Students will make themselves familiar with the Parent Code of Conduct

Enrolment Procedure

- Prep children who are enrolled to attend school can commence on the first day of attendance in Term 1
- Once families have enrolled their child into the program, a yearly enrolment update is to be completed prior to the commencement of each new school year
- A site- specific re-enrolment procedure must be in place at each service. Forms needs to be available 6 weeks before the end of the school year
- Children attending the service are of Primary School Age (4.5 to 13) however, older siblings of children currently enrolled at the service may be eligible to participate in vacation care programs. Such situations are to be addressed on an individual basis in consultation with the CELC Manager

Upon initial enrolment the following information will be provided to Parents in the enrolment package

- **Information Handbook** – A summary of important procedures and general service administration information
- **Enrolment and Booking Form** – Initial enrolment form collecting all data necessary to open an account
- **Current Fee Schedule and Payment Process** – Keeping parents informed on up to date fees schedules and how best to pay fees, when they are due and any extra that costs may be incurred. (site specific)
- **Parent Code of Conduct** – A summary of the behaviour expected of parents/guardians/visitors/volunteers and students
- **Grievance Procedure** – A summary of the correct steps to take when grievances occur

The following forms where applicable only:

- **Risk Minimisation Plan** – to be completed for children and staff who have a special need or medical condition that requires special consideration i.e. asthma, food allergies, anaphylaxis etc.
- **Asthma Alert**– Owing to the prevalence of asthma among school aged students and the necessity of prompt treatment in the event of an attack, services are permitted to hold and administer certain asthma medications for emergency use only. This form is needed to clarify parents/guardians wishes in the event a child is requiring emergency treatment.
- **Allergy Alert**– With the increase in the number of children with anaphylaxis and the necessity for prompt treatment in the event of an attack. This form advises staff of a child allergy and clarifies parents/guardians wishes in the event a child is requiring emergency treatment
- **A copy of the Medical Conditions Policy** – If a child/ren enrolling have a medical condition that requires management and special consideration whilst attending care at our service

- **Internet Access Permission Form** – This must be completed if children have access to the internet at any stage during outside school hours' care. If the child has already signed one for school, they need another for after school care as circumstances for internet usage may be different.
- **Extra-Curricular Activity Form** – This form must be completed if children will be attending an extracurricular activity ON or OFF the premises during the times they would normally be booked into Outside School Hours Care. It must be accompanied by a risk management plan if the activity is located off the premises.
- **Local Excursion Form** – This must be completed if families would like their children to partake in excursions that are within walking distance to the service, once signed this excursion may take place at any time without seeking further permission – e.g. walk to the park next door to gather leaves. This form must be re-authorised by parents/guardians annually. Risk Assessments must be made available to parents prior to signing this form.
- **An enrolment fee** may be charged upon receipt of family enrolment each year. The service management will decide if a fee is to be charged and the appropriate cost where applicable

Enrolment Procedure Childcare and Kindergarten-Sessional Care:

- Children may enrol into any component, Long Day Care, Sessional Kindy, Before Kindy Care and After Kindy Care and Vacation Care in accordance to the services room age parameters
- A re-enrolment procedure is in place at each service. Forms need to be available at least 6 weeks before the end of the school year.
- Sessional Kindergarten is operational for 15 hours per week, 39 weeks of the school year only. A separate enrolment form is available for Sessional Kindergarten (Registered Care)
- Children must be at least 3.5 years old to attend the Sessional Kindergarten.

Priority of Access:

The Australian Government has determined Priority of Access Guidelines for allocating places in child care services. These guidelines set out the following three levels of priority:

- Priority 1 - a child at risk of serious abuse or neglect.
- Priority 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 Family Assistance Act.
- Priority 3 - 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 taxable income per cent under clause 7 of Schedule 2 to the Family Assistance Act is 100 per cent.
 - children in socially isolated families.
 - children of single Parent/Guardian.
- Because services may have limited vacancies within their program, booking forms must be submitted and approved by the Nominated Supervisor.

Children with Additional Needs:

Children with special care needs often require more extensive services than children without additional needs. To enable the service to address the needs of your child adequately, it is important to measure the degree to which your child/ren enrolled in the service have special care needs and to assess how the service can best accommodate their needs. As some modifications to services and resources may be required, this assessment process takes place prior to enrolment.

- Catholic Early Learning and Care provides children in priority groups, who may have additional needs or require additional support, with equitable access to programs.
- Inclusive practices within our services ensure that children within these priority groups have the same opportunity to participate in our program as their peers. Parents/Guardians are encouraged to share with Educators their child's needs so that support provisions are established prior to the commencement.

- Additional funding is available to support children in programs who have a disability or significant learning difficulties. This funding needs to be arranged prior to enrolment to enable the service to arrange the resources provided.

OSHC Only:

Bookings are not transferred to each new school year. A re-enrolment form is completed and attached to the enrolment update. Placement of children at the OSHC service will follow the 'Priority of Access' guidelines outlined by the Department of Education and Training. Children will then be placed in order of receipt of re-enrolment forms.

Kindergarten Sessional Care:

Child born between	Year attends kindy
1 July 2016 to 30 June 2017	2021
1 July 2017 to 30 June 2018	2022
1 July 2018 to 30 June 2019	2023
1 July 2019 to 30 June 2020	2024

- Priority will be given to children who are of the eligible kindergarten age i.e. children who are at least four years old by June 30 in the year they participate in the program (see diagram for cohorts):
- Evidence of the child's date of birth must be provided by the child's Parent/Guardian prior to enrolment.
- Maximising enrolments is a priority for all services, therefore long day care kindergartens may include enrolments for three- year old children. Younger children (not 4 years old by 30 June in the year they participate) may participate in a kindergarten program where vacancies exist but are not eligible to be included in the reported forecast and actual enrolment data.
- Three-year-old enrolments may be taken, pending availability.

Children with Additional Needs:

- Catholic Early Learning and Care provides kindergarten children in priority groups, who may have additional needs or require additional support, with equitable access to kindergarten programs.
- Inclusive practices within our services ensure that children within these priority groups have the same opportunity to participate in our kindergarten program as their peers. Parents/Guardians are encouraged to share with Educators their child's needs so that support provisions are established prior to the commencement of kindergarten.
- Additional funding is available to support children in kindergarten programs who have a disability or significant learning difficulties.

Bookings - Childcare and OSHC:

- At the time of enrolment, Parents/Guardians will be required to nominate days/sessions on which children will be attending either on a Permanent or Full Time Position Basis. Permanent Bookings are where a child attends on regular booked days but not 5 days per week. Full time bookings are 5 days per week.
- Casual bookings are where a child attends on an irregular basis, and depends upon availability of vacancies at any one session.
- These bookings will remain in place for the remainder of the year/ nominated period or until written notification is received by the service.

In the case of a Parent/Guardian requesting to alter a permanent or full time booking i.e. change a permanent day of attendance or add or remove a day or days of permanent attendance, the notice period stated in the services fee schedule must be given. Alterations to permanent bookings will not occur until such time that this form is completed and returned to the service.

- Families going on holidays who wish to retain their permanent position must inform the service in writing. Days of notice required are listed on the services fee schedule. If notice is not given full fees will be charged and absence days will be accumulated. Depending on the length of the absence, your service may charge a holding fee. Please check the fee schedule to see what fee will be charged for holiday leave.
- Notice must also be given by families who wish to cancel a permanent or full time booking. This cancellation must be in writing, notice required will be listed on the service fee schedule.

Kindergarten:

- At the time of enrolment Parents/Guardians will be required to nominate days/sessions, children will be attending.
- Children who are of kindergarten age (turning four by the 30th June of that year) will be enrolled within a 15 hours per week/30-hour fortnight program, either a five day per fortnight Approved Kindergarten Program or as specified by the service.
- These enrolled days will remain in place for the remainder of the year/ nominated period or until written notification is received by the Parent/Guardian
- In the case of a Parent/Guardian requesting to alter their enrolment day/s, they are required to complete a Cancellation/ Alteration of Enrolment Form.
- Alterations to enrolment will not occur until such time that this form is completed and returned to the Nominated Supervisor.

Approved Kindergarten Funding is only available to:

- Children in the eligible kindergarten cohort i.e. children who are at least 4 years old by the 30 June in the year they participate in an approved kindergarten program;
- Children who are enrolled for a minimum of 600 program hours per year (equates to 15 hours per week, 39 weeks per year);
- Support the participation of children enrolled in one approved kindergarten. Therefore, families are required to nominate the centre who will receive kindergarten funding.

Queensland Kindergarten Fund Scheme Plus (QKFS+) Subsidy is only available:

- To children who are within the eligible cohort;
- To children who hold (or who have parents/carers who hold) a valid concession card (Health Care Card / Pension Card / Veteran Affairs DVA Card / ATSI decent / Triplets);
- When the concession card is valid (i.e. it has not expired);

Concession Card Guidelines (Health Care Card/ Pension Card / Veteran's Affairs DVA Card):

- It is the responsibility of the parent/carer to notify the pre-prep/kindergarten of any change to eligibility for a health care card entitlement. The centre will make the necessary adjustment to fees.

Delayed Entry to and Delayed Exit:

Scope:

- Delayed entry to or delayed exit from our approved kindergarten program may be initiated by either the parent and/or the kindergarten teacher. Enrolment decisions should be informed by a child's developmental abilities, prior experiences and social emotional capabilities.
- Applications for delayed entry or exit from kindergarten programs are managed by the Qld Department of Education and Training (DET) – Early Childhood Education and Care.

- In determining whether to apply for delayed entry to or delayed exit from an approved kindergarten program, Parents/Guardians and educators are to include supporting documentation from relevant specialists/ education professionals in their application.

Delayed Entry:

- Delayed entry means that a child older than kindergarten age (four by 30 June in the year they participate in kindergarten program) can be approved for enrolment in an approved kindergarten program where the child has not previously been enrolled in a kindergarten program.

Delayed Exit:

- Delayed exit means that a child can be approved to participate in an approved kindergarten program for a second year.

Procedures:

- The Department of Education and Training's Delayed Entry and Delayed Exit Enrolment Procedure for Approved Queensland Kindergarten Programs should be followed in relation to the application process. Delayed Entry to and Delayed Exit.

Approval to Collect Children and Emergency Contacts:

- Children may only be collected from the service by persons listed on the enrolment as Parent/Guardian and Approval to Collect. (Reg 99) If details of Parents/Guardians, emergency contacts and approval to collect persons change, the change to enrolment form must be completed.
- In the event of an emergency or a parent failing to collect a child, the emergency contact may only collect a child if every attempt has been made to contact the Parents/Guardians first.
- The emergency contact list must be current and updated regularly. Change of enrolment form must be completed when contacts change.
- Occasionally Parents/Guardians may require persons other than those authorised to collect their children. If the person is not already listed as an Approval to Collect in the initial enrolment form, permission, in writing, must be sought by the family prior to the collection of the child. A child will not be released to an adult if prior permission has not been sought.
 - A minor (under 18 years old) may only collect a child if written permission from the Parent/Guardian is on file.
 - If after closing hours, a child is not collected from the service and every attempt has been made to contact the Parents/Guardians and emergency contact, then advice will be sought from the local police.
- All staff are to make themselves familiar with the Parents/Guardians of all children. If an unfamiliar person comes to collect a child, records MUST be checked for approval to collect that child, and proof of Identity sought.

4. Breaches of this Policy

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. Enquiries

Catholic Early Learning and Care Manager - admin@cclc.catholic.org.au

6. See Also

- Education and Care Services National Regulations 2011
- Regulation 99,160,168
- Education and Care Services National Law Act 2010
- The National Quality Standards 2018

- Qld Department of Education and Training (DET) - Early Childhood Education and Care

Qld Kindergarten Funding Scheme <http://www.deta.qld.gov.au/earlychildhood/service/kindy-prog-long-care.html>

7. Approval

Fr Neil Muir
Moderator of the Curia
Diocese of Cairns

Date: ____/____/____