Enrolment Policy

**NQS**

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|  | 2.1.2 | Effective illness and injury management and hygiene practices are promoted and implemented. |

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|  | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions. |

**National Regulations**

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| 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 |
| 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**

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| LO1 | Children feel safe, secure, and supported |

**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 and Incursion 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

Privacy and Confidentiality Policy

Relationships with Children’s Policy

Sleep, Rest, Relaxation and Clothing Policy

Unenrolled Children Policy

Fees Policy

**Implementation**MCCCC accepts enrolments of children aged between 6 months-6 years.

**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.

MCCCC generally operates on a “date of application” priority. Where limited vacancies are available, we will prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment in line with the Federal Government’s Priority of Access’ guidelines. Within these categories we will also prioritise children in:

* Aboriginal and Torres Strait Islander families
* families with a disabled person
* families on low incomes
* families from a non-English speaking background
* socially isolated families
* single parent families.

As we are providing a funded kindergarten program we must meet the Victorian Government’s Priority of Access criteria and will prioritise the enrolment of children who:

* are at risk of abuse or neglect
* are Aboriginal and Torres Strait Islander
* are asylum seekers or refuges
* are eligible for the Kindergarten fee subsidy
* have additional needs ie require additional assistance to participate, have an identified specific disability or developmental delay, require various services which are individually planned.

**Early or Late Entry to Kindergarten**

Children can start school if they turn five by 30 April of the year they start school, and must be enrolled in school by the age of six, unless they have an exemption. This means children born between 1 January and 30 April can start school in the year they turn five, or in the following year, and therefore cans start kindergarten in the year they turn four or the year they turn five. Each child is different. We encourage families who are unsure when their child should start kindergarten to speak with our early childhood teacher/staff.

Waiting List Application

Requests for care are taken throughout the year via the My FAMILY Lounge portal on MCCCC website. When a place becomes available the family will be notified, if a family declines then the position will be offered to the next eligible family on the waiting list.

Re-enrolment/Enrolment

All current users of the service returning must return the following year and pay a deposit, equivalent to two weeks of fees by the required date (date will vary slightly from year-to year). At the same time as re-enrollments are being sought, prospective families will be contacted with offers of placements.

A completed enrollment form and payment, equivalent to two weeks of fees, must be received before a placement can be confirmed. All supporting documentation required by the service will be emailed to the family, this includes StoryPark permission, Community Connection permission form, and the password to access policies on our website.

If a person declines the offer of a placement, it will be offered to the next person on the waiting list. The person declining shall not lose their place on the waiting list. If a person accepts an offer of a placement, but it is then terminated for any reason prior to commencement, MCCCC reserves the right to impose a waiting list penalty.

**Orientation**

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

* A tour of our service.
* Families are emailed all enrolment information through QK Enrol.
* Families also need to log onto their My Gov account to have their eligibility for Child Care Subsidy assessed and registered.
* 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, 2 orientation days are encouraged prior to commencement.
* 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.

**On the child’s first day:**

* The child and their family are welcomed into the service for the first day.
* The Centre Manager will ensure all details are finalised.

**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.
* There are strict immunisation requirements for children who are enrolled at our service. Please see our Immunisation Policy for further information.

**Cessation of Care**

When families wish to cease use of their childcare placement/s at MCCCC, a minimum of 20 working days’ notice in writing to the Director or Centre Manager is required. Fees owing must be paid in full by the date of cessation. If the necessary notice is not given or is not able to be given, you will be liable to pay two week’s fees in lieu of notice.

In the case of childcare placement/s being terminated by the Committee of Management, fees owing must be paid in full by the date of termination. The date of the termination will be determined by the Committee.

Children must also be signed in and out by parents/guardians on the last scheduled day of their attendance for the Child Care Subsidy to apply. If this does not occur families are required to pay full fees. ADD THIS WORDING

Refer to Fees Policy regarding CCS Entitlements.

**Sources  
Public Health and Wellbeing Act 2008  
The Child Health and Wellbeing Act 2005  
Children, Youth and Families Act 2005  
Occupational Health & Safety Act 2004  
Education and Care Services National Regulations   
National Quality Standard**

**Review**The policy will be reviewed every 2 years.

Review will be conducted by:

* Management
* Employees
* Families
* Interested Parties

**Reviewed:** October 2021 **Date for next review**: October 2022