

## Enrolment Policy

### Aims:

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.

### Purpose:

The enrolment procedure for the following calendar year begins in June-July when families on the Waiting List and families currently attending the centre are asked to complete a Bookings Request Form that confirms booking preferences and contact details. During July places are offered to families/ staff currently at the centre. Remaining vacancies are then offered to children on the Waiting List during July-August. All new families who accept a place for the following year are required to complete an Enrolment form and have submitted all relevant documentation.

### Implementation:

Our service accepts enrolments of children aged between 1-6 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 (in each room).
- 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 Family Assistance Legislation Amendment (Child Care) Act 2010.
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.



## Enrolment Policy

### 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, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
- Families are given a copy of the Parent Handbook to read and are invited to ask questions.
- Discussions are held between office 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 at this time. 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. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
- Families can claim Child Care Subsidy online by signing into their Centrelink online account through myGov 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.

### On the child's first day:

- The child and their family are welcomed into their room for the first day.
- The Nominated Supervisor will ensure all details are finalised and complete and sign the enrolment Checklist.

### 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.
- There are strict immunisation requirements for children who are enrolled at our service. Please see our Immunisation Policy for further information.
- Enrolment of educator's children at the service is generally not encouraged if they are to be in the same room.
- 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's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or wellbeing of any other child at the service.

[www.buddies.net.au](http://www.buddies.net.au)



## Enrolment Policy

### Management Responsibilities

Meeting the legal requirements of the enrolment and information gathering processes as set out by the Commonwealth and State Departments. Providing prospective families with a waiting list application, a copy of the enrolment policy and access to the Parent Handbook. Updating children's records on an annual basis to ensure that all information is current.

Ensure that the information contained in a child's enrolment records is not divulged or communicated directly or indirectly to another person. Authorisations and health information are to be kept with the enrolment record as per Regulations 161-162.

All enrolment documents including immunisations, birth certificates and contact details will be kept in a locked cupboard in the office, which is only accessible by authorised centre personnel. Ensuring that families are clear about the information contained in the enrolment form and the requirement for all aspects to be completed. Assisting families to access assistance to complete required documents such as contacting the interpreter/translator service. Making sure all required documentation for enrolment process is complete, including date of birth (with birth certificate), full names addresses and CRN of families, consent for treatment, relevant health information including immunisations and court orders. When parents have completed the enrolment form, persons in charge of centre are to check for Story park links to other centres and arrange separate email addresses to ensure privacy of centre.

### Parent Responsibilities

Completing all aspects of the enrolment form in regard to their child including payment information.

Asking for clarification if information is not clear and they are not sure about how or if they should complete all sections of the enrolment form. Informing staff of any changes to contact details or family circumstances as they arise.

Completing in full the re-enrolment form. Providing all required medical plans and information to ensure the safety and wellbeing of their child whilst in care. Provide required documentation to complete the enrolment form including immunisations (*compulsory for all new enrolments for Victorian initiative "No jab No play", a birth certificate for verification of age, doctor details, ambulance memberships, private health insurance, management plans and any other required documentation.*)

### Priority of Access Guidelines:

When there are more applicants than places for the Junior or Senior Room, the following priority system will apply:

- Applicants currently enrolled at the centre
- Applicants whose parents are members of centre staff
- Applicants whose siblings currently attend the centre
- Applicants whose siblings have previously attended the centre
- 3, 4 and 5 day bookings according to the date of the wait list application
- 1 day bookings according to the date of the wait list application

The centre reserves the right to refuse any application for enrolment without providing any reason.

### Bonds

All families who accept the offer for placing their child in Buddies are required to pay a bond equivalent to 2 weeks of their permanent booking at the rate of \$200 per booked day.

The bond is refundable when a child ceases attending the centre and all fees and CCR have been calculated have been reconciled and settled. As per centre policy 4 weeks' notice needs to be given for the bond to be fully refundable and account needs to be up to date.

### High Holiday Closure

As a centre which practices traditional Jewish religious and cultural activities we will be closed on Yom Kippur (1 day) and Rosh Hashanah (2 days) if these holidays fall on a weekday. No fees will be charged on these days.





## Enrolment Policy

### Moving from the Junior Room to Senior Room:

All children who move from the Junior Room to the Senior Room are guaranteed their existing booking. The option of adding extra days or changing booked days is subject to availability and priority is determined by the date of receipt of the Confirmation of Booking Request form.

All children that are at Buddies currently with permanent bookings are guaranteed those days. Extra days added will be subject to availability and there is no guarantee for these extra days. For current children that are repeating in either senior or junior rooms, parents need to notify office of a notification to repeat with the current days by the end of May (after parent teacher interviews), that current year (e.g. current senior full time booking in 2016, need fulltime in 2017, notify office of notification to repeat May 2016).

### Waiting List:

Families can join the centre's Waiting List at any time by completing a Waiting List Application Form. No fee is payable to join the Waiting List. Waiting List Application Forms are filed by date in the order they are received. Where multiple siblings are waitlisted for entry, separate forms must be completed for each child. The application forms for those children who do not receive a place will be kept on file for possible entry if vacancies arise once the year is underway, or for entry into the following year.

### Age Eligibility:

#### Entry into the Junior Room

To commence a Buddies Grange the child must be 1 on the first working day after New Year's Day. Alternatively, these children can elect to be waitlisted for entry the following year.

A maximum of 4 children age 2 (and who turn 3 by 30 April) will be offered places in the Junior Room. These will be offered as per Priority Guidelines for Entry.

#### Entry into the Senior Room

To commence in the Senior Room, on the first working day after New Year's Day, children must be four years of age by April 30.

### Offers:

Offers to existing families are made via email in June-July. Offers to families on the centre's Waiting List are made via email in July-August. The onus rests with families to ensure their contact details remain up to date and/or to provide alternative contact details for enrolment if necessary.

#### Accepting an Offer

Families have 48 hours to accept or decline an offer of a place at Buddies by return email or in writing and by making payment of the refundable bond and returning the Enrolment Payments form, where applicable. For new enrolments, bookings will not be finalised until all completed enrolment paperwork and relevant documentation is received and families have ten working days, from the date of offer, in which to complete this. Enrolment paperwork not completed in full will not be accepted.

#### Declining an Offer

Families who decline an offer because they wish to defer entry are not guaranteed a place at the centre in the following year. Their Waiting List form will be filed according to the original date of receipt.

[www.buddies.net.au](http://www.buddies.net.au)





## Enrolment Policy

### Orientation & Information Sessions:

#### Pre-Enrolment Centre Welcome

A centre welcome day session is held on a Sunday in November to familiarise new children with the centre. All new children are required to attend and parents must remain on premises for the duration of the session. (please see Orientation Policy)

#### Mid-Year Intakes

Children who are offered a place at Buddies after the year has commenced will be required to attend a pre-enrolment orientation visit of two hours' duration, where the parent remains onsite, before their enrolment can be finalised.

#### Parent Information Session

An information session is held at the start of each year to provide an overview of centre policies, programs and procedures. All families are expected to be represented.

### Dates:

#### Fee Payment Start Date

All children are enrolled to commence on the first working day after New Year's Day (*the commencement date*). If you have accepted the place offered, full fees are payable from the commencement date, even if your child commences attendance later than the commencement date. (*please see Appendix of fee structure*)

#### Enrolment Completion Date

Children who are not returning to the centre for a full year from the first working day after New Year's Day conclude their enrolment and financial commitment on December 24. Holiday care during January may be available for graduating seniors, subject to availability.

[www.buddies.net.au](http://www.buddies.net.au)



Culture



Community



Environment



Learning



## Enrolment Policy

### Related Policies:

Additional Needs Policy, Medication and administration 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, Sleep, Rest, Relaxation and Clothing Policy, unenrolled children policy.

### Frameworks and Legislation:

Education and Care Services National Regulations: 77-80, 88, 90, 92, 93, 96, 97, 99-102, 157, 160-162, 168, 173, 177, 181, 183.

National Quality Standard: 2.1.2, 6.1.1

EYLF-LO1- Children feel safe, secure and supported

### References:

Public Health and Wellbeing Act 2008  
The Child Wellbeing and Safety Act 2005  
Children, Youth and Families Act 2005  
Occupational Health & Safety Act 2004  
Occupational Health and Safety Regulations 2007  
Education and Care Services National Law and Regulations  
National Quality Standard  
A New Tax System (Family Assistance) Act 1999  
Early Years Learning Framework

[www.buddies.net.au](http://www.buddies.net.au)

