



Marton Activity Centre

MAC Policy

ENROLMENT, RE ENROLMENT & ORIENTATION	Document ID	:	POL053
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Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Out of School Hours Service. Such partnerships enable the Out of School Hours Care Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Out of School Hours Service.

POLICY STATEMENT

Marton Activity Centre accepts enrolments of children who are formally enrolled in primary school.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the serviced approved capacity of the Out of School Hours Service
- A vacancy is available for the booking required
- The adult to child ratio is maintained at the Out of School Hours Service
- Priority of access guidelines are adhered to.

The Out of School Hours Service recognises the Educator as an agent for the Service in relation to the enrolment of children into the Service as permitted by National Education and Care Services Regulations and provides an efficient enrolment procedure that is clear and unambiguous to Out of School Hours Service educators and families.

SCOPE

This policy applies to the children, families, staff, management, and visitors of Marton Activity Centre.

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

PROCEDURE

PRIORITY OF ACCESS GUIDELINES:

Marton Activity Centre aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- At risk of serious abuse or neglect
- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
- Siblings

ENROLMENT:

When a family has indicated their interest in enrolling their child in our Service, they will be sent an introduction power point presentation of MAC. Create their iparent portal and completing a waitlist entry and depending on current lockdowns/covid procedures, families may be invited to view the service in person.

Families will be provided with a range of information about the Service and a PowerPoint presentation which will include:

- Collection/drop off procedures - ensuring children are signed in and out of the service
- New family's newsletter
- Programming methods, menu, incursions, excursions, inclusion, fees, policies, procedures, sun smart requirements, regulations and the licensing and assessment process for our State, the National Quality Framework, Out of School Hours routines, Educator qualifications, introduction to the service and learning environment and parent communication strategies.
- Families are invited to ask questions and seek any further information they require by email mac@martonactivitycentre.org.au
- A copy of the Parent/ Family Handbook which outlines the Service operation and philosophy.
- Families will be provided with vacancies, a start date, and a suitable time for the child to be orientated to the Service.

- Families will need to complete the enrolment form informing management of their child's interests, strengths and individual needs and ensuring that at least one emergency contact is listed on their enrolment form.
- If a family or child uses English as a second language or speak another language at home, we request that at this time families provide us with some key words in the language/s the child speaks at this time so that educators can learn the words. Educators will furthermore use visuals to assist the child to understand and be able to communicate with others.
- Families must complete a Child Care Subsidy assessment to check eligibility and entitlements to CCS. This can be done online through myGov website.
- Where there are certain changes to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes through the myGov website
- Families will be invited to a zoom meet and greet
- It is a legal requirement that prior to the child starting at the Service we have all required documents including the completed enrolment form, medical plans, birth certificate or passport, immunisation status and any court orders.
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.
- Forms (extra curriculum)

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

- The parent's full name, residential address, place of employment and a contact telephone number.
- The full name, residential address, place of employment and a contact telephone number of a person authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted.
- The full name, residential address, place of employment and a contact telephone number of any person authorised by the parent to collect the child from the Service.
- The full name of the child.
- The child's date of birth.
- The child's address.
- Names of the child's parents.
- The gender of the child.
- Provision of care – if care will be a routine and/or casual etc.
- Days and Sessions attending at MAC.
- Once child has started and has their class details e.g., classroom, teacher etc, parents are advised to send an email to MAC to notify of this information
- Agreement on Fee information.
- Any court orders or parenting agreements regarding the child.
- The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.

- The cultural background of the child.
- Any special requirements of the family, including for example cultural or religious requirements.
- The needs of a child with a disability or with other additional needs.
- A statement indicating parental permission for any medications to be administered to the child whilst at the Service. Only a parent on the enrolment form can authorise the administration of medication.
- The child's Medicare number.
- Specific healthcare needs of the child, including allergies, intolerances, and sunscreen.
- Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
- Details of any dietary restrictions/ requirements for the child.
- A statement indicating parental permission for the Service to seek any emergency medical treatment at a hospital or from ambulance services.
- The name, address, and telephone number of the child's doctor.
- The immunisation status of the child.
- CRN for child and claimant.
- Birth Certificate.
- Child Care Subsidy Assessment confirmation.
- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on enrolment form
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.

SELECTING DAYS ON THE ENROLMENT FORM

- Sessions must be selected for permanent enrolments only. Changes can be made.
- In the following year you have two weeks to make changes to your bookings without been charged the "two weeks' notice". Any changes after these dates, require two weeks' notice if you are deleting sessions.
- All sessions will be charged from the first day of school for Year 1-6 and from the first day of Kindergarten for Kindergarten children.
- Roster and fortnightly permanent bookings are subject to availability and at the discretion of the Nominated Supervisor.

WAITING LIST

- Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list. When completing waiting list details families will be advised of the Priority of Access Guidelines.
- Waiting lists will be refreshed annually in the Kidsoft Program.

INCLUSION OF CHILDREN ADDITIONAL NEEDS

- Provision of places for children with additional needs will be made wherever possible, with a regular review period.
- Access to care will focus on the needs of the child and the service's ability to meet these needs.
- Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and educators. At the point of enrolment, children with additional needs will have to have their enrolment form approved by the management committee to ensure appropriate and quality care can be provided.
- You must provide specialist information to the service so additional support can be sourced.
- Children with additional needs bookings cannot be a casual day unless funding can be accessed or at the discretion of the nominated supervisor/responsible person. Funding may be applied.

ORIENTATION OF THE SERVICE

During the orientation of the Out of School Hours Care Service, families will be:

- Provided with an outline of the Service policies which will include fees payment, sun safety, illness and accident and medical authorisation.
- Shown the signing in/out process for attendance
- Sent an introduction power point presentation
- Advised of appropriate clothing for children to wear to the Service for mufti days, including shoes.
- Introduced to their child's Educators.
- Be invited to a zoom meet and greet
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable.)
- Introduced to the Service program, including the weekly Menu and newsletter.
- Informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- Informed about the Service's SunSafe Policy regarding hats and sunscreen

EMERGENCY PLACEMENT

If a child has no current Enrolment at MAC, the Nominated Supervisor or Assistant Coordinator will:

- Contact the Committee to inform them, as they are the Approved Provider
- Contact the school principal

- Work out the best solution
- Collect a copy of child's information from school office
- Ensure the number placement and adult/child ratio are not exceeded.

ATTENDANCE AND ENROLMENT RECORDS

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

CANCELLATION OF ENROLMENT

- The family must give one weeks' notice if they wish to cancel a child's enrolment.
- Ceasing of an enrolment may be initiated by:
 - A parent advising the service that no further care needed via email
 - No reenrolment received

CHILD CARE SUBSIDY

- Child Care Subsidy (CCS) replaces the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
- Families must complete the 'Child Care Subsidy Assessment' Task online through the myGov website.
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
- Families will contribute to their fees and pay to the Service the difference between the fee charged and the subsidy amount.

CCS CEASING ENROLMENTS

- An enrolment is taken to have ceased for childcare subsidy purposes if the child does not attend a session of care for eight continuous weeks.
- If a provider submits absences after a child's last physical attendance, any Child Care Subsidy/ Additional Child Care subsidy paid for these absences will be recovered.

ON THE CHILD'S FIRST DAY:

- The child and their family will be welcomed to the Service.
- They will be greeted by one of the Educators who will show them where to sign in and out, discuss what is happening within the Service, and show them where children can store their personal belongings whilst attending MAC.
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 6: Collaborative partnerships with Families and Communities		
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 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 AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	77	Health, hygiene, and safe food practices.
Reg	S1 75	Offence relating to requirement to keep enrolment and other documents
Reg	78	Food and beverages
Reg	85	Incident, injury, trauma and illness policies and procedures
Reg	86	Notification to parents of incident, injury, trauma, and illness
Reg	88	Infectious Diseases
Reg	90	Medical Conditions Policy
Reg	91	Medical conditions policy to be provided to parents
Reg	92	Medication Record
Reg	93	Administration of Medication
Reg	96	Self-Administration of Medication
Reg	97	Emergency and evacuation procedures.
Reg	99	Children leaving the education and care service

Reg	100	Risk assessment must be conducted before excursion.
Reg	101	Conduct of risk assessment for excursion.
Reg	102	Authorisations for excursions
Reg	102 D	Authorisation for service to transport children
Reg	157	Access for parents
Reg	160	Child enrolment records to be kept by approved provider
Reg	161	Authorisation to be kept in enrolment record
Reg	168	Education and care services must have policies and procedures
Reg	173	Prescribed information is to be displayed
Reg	177	Prescribed enrolment and other documents to be kept by family day care.
Reg	178	Prescribed enrolment and other documents to be kept by approved provider.
Reg	181	Confidentiality of records kept by approved provider
Reg	183	Storage of records and other documents.

SOURCE

Australian Government Department of Education. Department of Education and Training (2019) Care Provider handbook https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook_0.pdf
Department of Human Services (Centrelink): https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy
Education and Care Services National Amendment Regulations. (2017).
Kearns, K. (2017). The Business of Childcare (4 th Ed.).
NSW Government Health. (2019). Questions and answers about vaccination requirements for childcare: https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
Revised National Quality Standard. (2018).

SERVICE POLICIES/ DOCUMENTATION

Policies	
Acceptance and Refusal of Authorisations	Fees
Additional Needs	Privacy and confidentiality
Delivery and Collection	Sun Safe.
Communication with Families	Dealing with complaints policy
Record keeping and Retention	Excursion/incursion policy
Safe Transportation policy	Incident, injury, trauma, and illness policy
Medical conditions policy	Interactions with children, families and staff policy