ROBE CHILD CARE ON WHEELS SERVICE

ENROLMENT PROCEDURE

Responsible Officer:	*Manager Childcare Services*
Version	*V1*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS S. 175 Offence relating to requirement to keep enrolment and other documents 77 Health, hygiene and safe food practices 78 Food and beverages 85 Incident, injury, trauma and illness policies and procedures 86 Notification to parents of incident, injury, trauma and illness 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 premise 100 Risk assessment must be conducted before excursion 101Conduct of risk assessment for excursions 102 Authorisation for excursions 102D Authorisation for service to transport children 103 Premises, furniture and equipment to be safe, clean and in good repair 104 Fencing

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	155 Interactions with children 157 Access for parents 160 Child enrolment records to be kept by the 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 177 Prescribed enrolment and other documents to be kept by approved provider 181Confidentiality of records kept by approved provider 183 Storage of records and other documents
National Quality Standards (NQS):	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.2 Safety-Each child is protected 2.2.2 Incident and emergency management-Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented QUALITY AREA 6: 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 6.2 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 QUALITY AREA 7: GOVERNANCE AND LEADERSHIP 7.1 Governance- Governance supports the operation of a quality service that is child safe

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 Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

Working in conjunction with the *Enrolment Policy*, this procedure outlines the process for families, children, educators and management to follow during the enrolment process within our Service.

WAITLIST PROCEDURE AND NEW FAMILIES		
1	See our *Waitlist Procedure* for management to follow to manage our waitlist and enrolment process to ensure it is a clear, equitable and professional approach for all new and existing families	

ORIENTATION PROCEDURE		
1	Families will be provided with an outline of key Service policies and procedures such as: - Payment of Fees Policy - Sun Safety Policy - Incident, Injury, Trauma and Illness Policy - Dealing with Infectious Diseases Policy - Administration of Medication Policy - Medical Conditions Policy - Dealing with Complaints Policy - Child Protection Policy - Child Safe Environment Policy - Delivery of Children to, and Collection from Robe Child Care Policy - Safe Transportation of Children Policy - Sleep and Rest Policy - Privacy and Confidentiality Policy	
2	Families will be provided with the following information during the orientation and enrolment process: - Service philosophy - Inclusion practices - Excursions and incursions - Fee information - Child Care Subsidy - Policies and procedures - SunSmart requirements - Regulations and licensing - National Quality Framework and National Quality Standard - Early Years Learning Framework (EYLF) V2.0 - Attendance record procedures - Room routines - Educator qualifications - Introduction to key educators - Communication strategies - Information regarding online app used by the Service	
3	Families will be provided with a copy of the *Family Handbook* during orientation and enrolment	
4	Families will be invited to ask questions and provided with possible vacancies and start date information	
5	Management will discuss sensitive information with families privately, such as children's medical needs, court orders, parenting plans or orders	

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6	Families will be advised of the signing in and out process for attendance	
7	Management will ensure the enrolment form is completed accurately and, in its entirety, including authorisations signed by both parents/guardians	
8	Management will ensure a child with medical needs does not begin at the Service unless a medical management plan signed by a medical practitioner is received and a communication plan and risk minimisation plan are completed in collaboration with the family and nominated supervisor. Medication must be brought to the Service each day as per *Medical Conditions Policy*.	
9	The child's medical management plan, communication plan and risk minimisation plan are communicated to educators	
10	An orientation program will be developed for each child and recorded on the *Enrolment Checklist*	
11	Fee and attendance information will be explained to families covering the following topics: - Fees - Child Care Subsidy - Late fees - Absences - Public holidays (fees payable) - Notice for withdrawal from care explained	

ENROLMENT PROCEDURE		
1	To secure a child's position families are required to complete the enrollment form and provide all documents	
2	Families are required to provide the following documents and records upon enrolment: - A completed enrolment form - Medical management plan (if required) - Birth certificate or identity document [to be sighted to verify child's enrolment details] - A current immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age - Complying Written Agreement (CWA) - Details of any court orders, parenting orders or parenting plans - *All about Me* form	

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3	The enrolment form is processed and recorded through XAP or PEP. Enrolment notices are submitted within 7 days	
4	A CWA must be recorded and signed by the parent to confirm the terms of the agreement	
5	The *Record Keeping and Retention Policy* outlines the information and authorisation required for enrolment forms	
6	An *Enrolment Checklist* will be completed during the enrolment process	

ENDING AN ENROLMENT		
1	Our *Enrolment Policy* provides clear understanding of the Service requirements when withdrawing their child from our care.	
2	Families are required to provide 2 weeks written notice to withdraw their child from the service	
3	A *Termination of Enrolment Family Request Form* is to be completed to indicate the child's last day of attendance or provided in writing with this information	
4	At times it may be necessary for the service to terminate a child's enrolment. Management must follow the *Enrolment Policy* and *Termination of Enrolment Procedure*	
5	Management will end the enrolment within the CCS Software or PEP within 7 days of the enrolment ending	

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