

ENROLMENT AND ORIENTATION OF CHILDREN

Quality Area 6: Collaborative partnerships with families and communities.

Standard 6.1: Respectful supportive relationships with families are developed and maintained.

Standard 6.2: Families are supported in their parenting role and their values and beliefs about child rearing are respected.

Standard 6.3: The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.

PURPOSE To ensure children receive the best available placement, most suitable to their needs

POLICY Educators, families and coordination unit work in partnership to promote placements which meet children's needs. Families are offered choice where possible from the most suitable placements available; access and equity considerations are made when placing children.

The coordination unit provide ongoing monitoring and support for all children's placements. All legislated documentation and information is provided for each child prior to the commencement of care.

PROCEDURES

1. Access and Equity

the service aims to:

- provide equitable access to children and families to a high quality service that nurtures all aspects of each child's development and emphasises family participation in a warm and accepting environment
- promote fair and equal access to its services for all children and families
- be responsive to the needs and wishes of families in order to provide a flexible service
- acknowledge that some families and children may be identified as requiring priority of access as follows:

2. Placement allocation

- placements are allocated in accordance with priority of access guidelines of the Commonwealth Government
- *First Priority: a child at risk of serious abuse or neglect*
- *Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'*

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- *Third Priority: 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 adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support*
- *Children in families from a non-English speaking background*
- *Children in socially isolated families*
- *Children of single parents.*

A childcare service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- *Are notified when your child first entered care that your service follows this policy*
- *Are given at least 14 days notice of the need for your child to vacate.*

The Priority Lists are used when there is a waiting list for a childcare service or when a number of parents are applying for a limited number of vacant places.

*The Australian Government has a set of **priority of access guidelines** for all children's services eligible for Child Care Benefit. Every Child Care Benefit approved child care service has to abide by the guidelines and tell you about them when you enrol your child into care.*

- family day care is provided primarily for children under 12 years of age; children older than 12 years may be included if the nominated supervisor considers the placement to be in the best interests of the child eg. still attending primary school, non-standard or extended hours required or if the child has a disability; parents/guardians must supply relevant documentation

3. **Waiting List**

- the service Waiting List is kept on software used for Family Day Care and the co-ordination unit maintains the waiting list which includes details relevant to organising placements such as age of child/ children, hours of care required, location of home and work, and the school the child attends (if applicable) and priority of access information

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- parents/guardians are informed the following upon placement on the waiting list:
 - that the coordination unit will periodically contact the parent/guardian to discuss their ongoing childcare needs and to discuss if they require to be left on waiting list if position not available. All discussions/contact are noted on software package Waiting List for future reference
 - successful placement in the service is not guaranteed as it is subject to available vacancies
- families on the waiting list are given first option on the potentially suitable placements subject to priority of access guidelines of Commonwealth Government.
- if a family who is not registered directly requests care with an educator, educators direct those families to contact the coordination unit to be placed on a waiting list.
- educators are under no obligation to interview or accept referred families
- any advertising for childcare which includes an educators name and contact details must also include the words “registered educator with Taree Great Lakes Gloucester Five Star Family Day Care”; the coordination unit phone number is also included in advertising
- parents/guardians are provided with the name/s and phone numbers of educators who have agreed to do the placement
- parents/guardians contact the educator/s to arrange a mutually suitable appointment times to meet with them in their environments. Where more than one educator is available, the parent/guardian will then make their choice of placement.
- during this initial meeting, educators are encouraged to provide families with an information booklet and other relevant information for their service, including fee structure, routines etc

4. Enrolment

- parents/guardians contact the coordination unit to confirm agreed placement; the coordination unit provides the parents/guardians with an enrolment package including information about service policies and procedures, registering for CCB and CCR, EYLF, NQF, Service structure, nutrition and healthy food, dental and personal hygiene, sun safety, immunisation and ear health.

Families will be asked to provide the following information:

- The full name, residential address, place of employment and contact telephone number of a parent

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- The full name, residential address, place of employment and contact telephone number of a person who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted. Parent must nominate who can be contact in the case of an emergency or for the collection of the child.
- The full name, residential address and contact telephone number of any person authorised to collect the child from the Service. Parent must nominate who can be contacted for the collection of the child
- The gender of the child
- 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 notified by 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 emergency medical hospital and ambulance services
- The name and address and telephone number of the child's doctor. The child's Medicare number
- Specific healthcare needs of the child, including any medical condition including allergies, including whether the child has been diagnosed as at risk of anaphylaxis
- Any medical management plan, anaphylaxis Medical Management Plan or Risk Minimisation Plan to be followed with respect to a specific healthcare need, medical condition or allergy
- Details of any dietary restrictions for the child
- CRN for child and claimant
- On enrolment, the family will need to provide the child's birth certificate, to be copied and kept on the child's file and their immunisation history, also to be kept on file.
- Parents must provide an Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that the child is up-to-date with their scheduled immunisations or
- an ACIR Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule or
- if their child has not been immunised Parents must provide a completed 'Immunisation exemption Conscientious objection form' prior to care commencing

- children must be enrolled with the service prior to commencement of care
- the coordination unit provides the educator with all relevant enrolment details including medical information and court orders if applicable
- Orientation is an important experience for all stakeholders in the Service, for the child to feel supported and secure in the environment, the family to have any questions answered and to meet and share information with the Educators and for the Educators to initiate a connection with the child with the support of a family member and also the family, explaining routines and seeing how best we can support the family and child.
- educators are assisted in developing effective interview procedures which include providing information to families in regard to daily practices, routines and expectations; family input into the program and administrative requirements
- each child is placed with a single educator where possible; siblings are placed together with a single educator where possible; additional siblings requiring care receive priority of placement with that same educator
- the maximum number of children placed with a educator at any time (including their own) will not exceed seven (7) children under the age of twelve (12) years, four (4) of whom do not ordinarily attend school or are not enrolled to start school that year.
- once the child and family details are entered into the software program, the child is submitted via CCMS to Department of Social Services (DSS) for the calculation of subsidies
- the family day care staff will notify parent/guardians and educators that the enrolment process has been completed and care can proceed
- after commencement of care, parents/guardians notify the educator and coordination unit of any changes to their details which may occur over time eg. Change of address. Annually the service contacts families to request Family Updates.
- coordination unit staff contact the child's parents/guardians after care has commenced to monitor and support the placement and families are encouraged to contact the coordination unit at any time to discuss any issues relating to their child and/or the care;

As part of the enrolment and orientation process Families can expect that

The service will:

- Provide all families with an enrolment package
- Ensure that an effective orientation process promotes children's and families sense of belonging to their new environment
- Maintain children's enrolment records

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- Ensure all required forms are completed and any relevant paperwork is sighted and copied
- Ensure any medical information included on the enrolment form is accompanied with relevant management plan (If applicable)
- All information is treated confidentially

Educators will:

- Provide families with all relevant information about the educational program
- Develop collaborative partnerships and relationships with each child and their families
- Consistently record child interactions, interest and needs in relation to the Early Years Learning Framework and National Quality Standards.

The Service asks that families:

- Participate in parent/Educator meetings
- Provide the Service with as much information about their child as possible
- Ensure all information about their child and family is up to date

Provide feedback on the program and observations relating to their child

Associated Forms/information:

- Family Enrolment Form
- Child All About Me Form (EYLF)
- Post Interview Feedback Form
- Family Information Booklet
- Conscientious Objection Form for Immunisation
- Request for Care audit
- New children audit