



ENROLMENT, RE-ENROLMENT AND ORIENTATION POLICY

(Required regulation)

Policy Statement

New Lambton District OOSH (NLDOOSH) accepts enrolments from primary school aged children from New Lambton South Public, New Lambton Primary, New Lambton Heights Infants schools.

NLDOOSH will provide an efficient enrolment and orientation process that is clear and understandable to all in the local community and does not discriminate against any families needing care. In accordance with the Childcare provider handbook, there are no mandatory requirements for filling vacancies and services are able to set policies for prioritising who receives a place.

Enrolment and re-enrolment processes will ensure that current and complete information on each child attending the centre is obtained in order to provide the best possible care for our children. All personal enrolment information is treated as private and confidential.

Our families will be oriented to our centre's in order to introduce our educators, provide essential information, allow families to familiarise themselves with our facilities and to support the child's transition to our care, encouraging them to develop a sense of belonging, acceptance and comfort in our community.

Procedures

General

- a. The online enrolment process must be fully completed for each child before the child can attend the centre. An educator will go through all sections prior to the child starting care to ensure all sections have been completed appropriately. Parents will be contacted if there are any discrepancies.
- b. In order to provide the best care possible for our children the online enrolment form will contain all relevant details relating to personal, medical and custodial details for each child, parent or guardian as well as emergency contacts, any special cultural or additional requirements relating

to that child, the NLDOOSH Terms and Conditions including Authorisation for regular Transport for those children attending New Lambton Public School.

- c. If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alterations registered by the court.
- d. Each family will be offered an individual orientation by an educator who will communicate the parent/ guardian's responsibilities in transitioning their child from school to OOSH. i.e. Parents/ guardians must notify their child's school teacher of their pending enrolment at NLDOOSH and coach their child on the transition procedure.
- e. Depending on availability of care, children may be enrolled at any time throughout the year. Parents may also place their child on the waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability.
- f. Participation and access to the Centre is governed by the NLDOOSH Participation and Access Policy and the NLDOOSH Priority of Access Policy.

Priority of access and eligibility

- a. Children must be currently attending either New Lambton South Public, New Lambton Primary, New Lambton Heights Infants schools.
- b. The categories of priority of access for childcare are (noting that children may fall into more than one category):
 1. Existing/Ongoing enrolments
 2. Siblings of existing children
 3. Children on waitlist
 4. New enrolments
- c. As per our licence agreement site priority is given to New Lambton South students
- d. New Lambton Public enrolment numbers will be subject to transport availability.

Enrolment Records

- a. NLDOOSH will ensure that an enrolment record retained that includes information required for each enrolled child. The following information must be included in the enrolment record and updated if any change occurs while the child is enrolled with the service:

- full name, date of birth, gender and address
- name, address and contact details of each known parent of the child, any person who is to be notified of an emergency involving the child if any parent cannot immediately be contacted, any person who is an authorised nominee, any

person who is authorized to consent to medical treatment of, or to authorise administration of medication to the child and any person who is authorised to authorise an educator to take the child outside the education and care service premises

- details of any court orders, parenting orders or parenting plans
 - the cultural background of the child, language used in the child's home and, where applicable, the child's parents
 - any special considerations for the child, for example cultural, religious or dietary requirements or additional needs
 - authorisations for an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service
 - health information including the name, address and telephone number of the child's registered medical practitioner or medical service and, if available, the child's Medicare number, details of any specific healthcare needs.
- b. Enrolment forms are to be reviewed yearly or when there are changes to the family's circumstances.
- c. All enrolment forms are to be kept confidential office from all but the approved persons who enrolled the child, relevant educators, and Commonwealth and/or State Department Officers.

Considerations

Name	Reference
Education and Care Services National Regulations	157, 160, 161, 162, 177, 181,
National Quality Standard	5.2.3
Other NDLOOSH policies/ documentation	Participation and Access Policy
Other	<ul style="list-style-type: none"> • Australian Government 'Priority of Access Guidelines' • Children and Young Persons (Care and Protection) Act 1998

Policy status

Policy developed	May 2019
Last reviewed	August 2020
Due for review	Feb 2022
Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties