



## **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 and New Lambton Public 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 and to meet regulatory requirements. All personal enrolment information is treated as private and confidential.

Where possible our families will be oriented to our centre 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. Administration staff 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. Any medical conditions or dietary requirements will be passed onto the Medical Officer.
- 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. Orientations can be arranged on request prior to commencement of attendance.
- 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 or New Lambton Public school.
- 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 the enrolment record retained 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 authorised 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 (must supply at least one additional contact other than parents.

- 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 from all but the approved persons who enrolled the child, relevant educators, and Commonwealth and/or State Department Officers.
- d. Enrollment forms are kept until the end of 3 years from the day of the child's last attendance at the service.

### 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"> <li>● Australian Government 'Priority of Access Guidelines'</li> <li>● Child safe standards</li> <li>● Children and Young Persons (Care and Protection) Act 1998</li> </ul>

## Policy status

Policy developed	May 2019
Last reviewed	August 2023
Due for review	February 2025
Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties