



Enrolment & Orientation

Approval: December 2020

Review: December 2022

POLICY STATEMENT:

Bondi Before and After School Care accepts enrolments to the service for primary school age children enrolled to attend Bondi P.S. in accordance with funding priorities and guidelines. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service.
- To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

PROCEDURES:

(a) Eligibility

- BASC will endeavour to give priority to the following children:
 - High Priority
 - Child at risk of abuse or neglect
 - Family in an emergency situation
 - Aboriginal & Torres Strait Islander families
 - Families which include a person with a disability
 - Low income (below \$45,000)
 - Children in socially isolated families
 - Single parent families
 - Sole Custody
 - Joint Custody
 - Both parents are working, training or studying

*Documentary evidence may be required

Sub-Categories

- Siblings
- Date booking request received
- Families who enrolled on an earlier date may be given priority to families in the same category.
- As well as the above, the service policy is that children must be enrolled to attend Primary school at Bondi P.S. in order to be eligible to attend the service.
- Children of Preschool age will not be accepted into the program, except for the December/January Vacation care period immediately prior to them commencing Primary school – this enrolment will be accepted upon proof that the child is enrolled to commence primary school at Bondi Public School.
- Children who have completed Year 6 may be eligible to attend the service at the discretion of the Nominated Supervisor.

(b) 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.

(c) Waiting list

- Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list.
- Waiting lists will be refreshed annually by email. A request for confirmation of required days will be sent to each family on the waiting list. If the service does not receive an updated reply by email within one week, families will be removed from the list, as it is presumed the family is no longer requiring care.

(d) Enrolment

- Enrolments will be created in line with the Child Care Subsidy System (CCSS). There are three enrolment types under the CCSS:
- Enrolments will not be accepted from families without full completion of the enrolment form. To secure the enrolment, parents are required to pay the **annual registration fee**. Information about fees is included in the Fee Policy.

(e) Attendance and enrolment records

- Accurate attendance records will be kept, which:
 - Records the full name of each child attending the service
 - Records the date and time each child arrives and departs
 - Is signed on the child's arrival and departure by either:
 - The person who delivers or collects the child
 - The Nominated Supervisor or an educator (Regulation 158)
 - Meet the requirements of the Child Care Subsidy System (CCSS)
- An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

(f) Child’s attendance once enrolled

- The service’s responsibility for the child begins when placed in the staff’s care by parent or guardian, or when they arrive from school for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. The rules for Allowable Absences under CCSS will be followed in relation to all absences.
- If a child who is enrolled with the service, but is not on the Roll for a particular day, arrives at the service, the Nominated Supervisor, or other relevant staff member will be contacted immediately to see if the child has been booked in for the day.
- If a child has not been enrolled they must not be taken into care under any circumstances. In this case, please contact the school and/or child’s parents (if possible) immediately.

(g) Cancellation of enrolment

- Cancellation of an enrolment may be initiated in two different situations:
 - A parent advises the service that no further care needs to be provided
 - The service identifies that care is no longer required or being provided (*CCSS Ending Enrolments*)
- The family must give two weeks’ notice if they wish to cancel a child’s enrolment.
- CCSS guidelines will be followed once an enrolment is cancelled.

(h) Confidentiality and storage of records

- Enrolment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations (Regulations 158, 159,160, 183).

(i) Orientation

- Families who are enrolling their child for the first time will be sent the Parent Handbook and the key policies for families prior to the child’s first day at the service. Families should read this handbook so that their child is prepared for their first day at the service and to give them time to complete all relevant forms.
- Parents should advise educators when they are greeted that it is their child’s first day at the service and the educator will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the Centre.
- Educators will introduce the child to other children and engage them in an activity. The educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in.

CONSIDERATIONS	
Education & Care Services National Regulations	158, 159, 160, 161, 162, 168, 177, 183
National Quality Standard	6.1, 7.3
Service Policies & Documentation	<ul style="list-style-type: none">● Service Enrolment form● Family Handbook● Fee Policy

	<ul style="list-style-type: none">● Confidentiality Policy● Delivery and Collection of Children Policy● Acceptance & Refusal of Authorisations Policy● Governance & Management Policy
Other	<ul style="list-style-type: none">● Network <i>Record Keeping</i> Factsheet● Child Care Service Handbook (DEEWR)● A New Tax System (Family Assistance) Act 1999● CCMS