

WODEN EARLY CHILDHOOD CENTRE

ENROLMENT POLICY

POLICY STATEMENT: Woden Early Childhood Centre is licensed to operate under the ACT Centre based Children Services Conditions 2000 which stipulates the information needed to be included on the enrolment form

RATIONALE: Section 1.4 of ACT Centre based Children Services Conditions 2000 states there must be an admission Register which records for each child: the child's full name date of birth residential address and gender, the child's health including details of allergies and immunisation particulars or other relevant medical history or detail;

1. the full name, residential address, place of employment and contact telephone number of a parent
2. 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.
3. the full name, residential address, place of employment and contact telephone number of any person authorised to collect the child from the Centre.
4. any care and protection order or parenting agreement regarding the child.
5. the primary language spoken by the child; if the child has not learnt to speak, the child's parent's language,
6. any special requirements notified by the parent, including for example cultural or religious requirements.
7. the needs of a child with a [disability](#) or with other additional needs
8. a statement indicating parental permission for any medications to be administered to the child whilst at the Centre.
9. a statement indicating parental permission for any emergency medical hospital ambulance services or the parents chosen alternative.
10. the name and address and telephone number of the child's doctor of the nearest public hospital
11. a statement indicating any permission given by the parent to be removed from the centre for the purpose of participating in an activity, organised by the proprietor and a statement indicating any permission given by the parent for the child to be escorted to or from a place outside the child care centre by a member of staff

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

SCOPE: this policy applies to all families and staff within the Centre including students and volunteers.

RELEVANT LEGISLATION: ACT Centre based Children Services Conditions 2000 1.4, 1.17

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 2.3, 6.6, 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

SOURCE DOCUMENTS: Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008
Department of Families Community Services and Indigenous Affairs. Child Care Service handbook 2007-2008 retrieved from www.dest.gov.au on December 4 2008

LINKING POLICIES:

Fee Policy
Immunization
Priority of access
Inclusion Policy
Policy Development and Review Policy

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

:

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The standards established for child enrolment records are listed in Centre based Children Services Conditions 2000 and must be adhered to when operating the Centre. In addition the following principles and practices apply to this Child Care Centre:

- 1) Children enrolled in the child care program must be under six years of age (unless providing out of school hours care - see Commonwealth Child Care Handbook {Long Day Care}).
- 2) Enrolments will be accepted providing:
 - a) The maximum daily attendance does not exceed the licensed capacity of the Centre
 - b) A vacancy is available both for the booking required and in the agreed number of children in the following age groupings :
 - 0-18 mths,
 - 18 mths -2.5 yrs,
 - 2.5 yrs -3.5 yrs
 - 3.5 yrs- school age for the Centre.
- 3) Commonwealth, Health and Family Services priority of access guidelines will be applied to new enrolments when a vacancy arises (see 6.3 Child care Service Handbook 2007-2008).
- 4) Carers of all children enrolled in the program shall pay the fees two weeks in advance. Failure to do so will lead to the child not being accepted. Please see fee policy
- 5) A child may be withdrawn from the program where their behaviour is endangering others. This would be an extreme measure and all other avenues would be accessed prior to this decision being made.
- 6) The enrolment of the children of Centre staff members is support see relevant policy
- 7) It will be recommended to parents of children enrolled in the Centre that the immunisation program be maintained and is up to date prior to enrolment and maintained thereafter. Parents are to supply their child's blue book or immunisation record for copies to be made. A record of all immunisations will be maintained by the office assistant.
- 8) Children with disabilities will be enrolled, if in the opinion of the Director, the Centre can meet the child's needs. Additional resources and funding may be required.

PROCEDURES AND STRATEGIES

An enrolment form (attached 1) including indemnity/excursion form (attached 2) containing specified information must be completed by the parent /carer, prior to acceptance into the program.

An orientation of the parent enrolling the child will be conducted by the Director or senior staff member. This should cover

Woden Early Childhood Centre

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Operational policies, and provide the parent with copies of:

"Child Care Centre Handbook" (Family Handbook)

"Signed indemnity form",

"Authorisation for photos and videos form". we don't have one of these.. photos are covered on the emergency detail form – do we think its needed????

"Asthma Emergency Plan of Action" if appropriate

Waiting List

Families join the Centre's waiting list by visiting the Centre during visiting hours 9.30 – 10.30 any day and filling in a form. Woden Early Childhood Centre believes in the importance of families (living locally) visiting the Centre Prior to putting their name on our list so that they know the high quality care that is provided. Where a family is living interstate the Centre asks them to email a request to us and staff will then email a waiting list form to them which can then be emailed faxed or mailed back to join the waiting list.

Families are required to maintain contact with the Centre within a six month period to ensure their name remains on the waiting list Those families who do not make contact with the centre in 6 months are removed from the list as it is assumed that care is no longer required.

The Director will maintain an up to date Waiting List. Other bodies often request details of children so that demand for childcare can be monitored.

GUIDELINES FOR ENROLMENT AND MANAGEMENT OF VACANCIES

A record of each application to enrol in the Centre must be completed. Priority of access codes are as followed and in keeping with the child care handbook section 4.3:

1. Child at risk
2. Parent at home (respite care)
- 3
 - a) Single parent working
 - b) Both parents working
 - c) Parent(s) studying
 - d) Parent(s) looking for work
3. Child with disability
4. low income earners
5. children from non-English speaking backgrounds/ Aboriginal and Torres Strait Islanders

ENROLMENT PROCESS

The qualified worker responsible for the child should have sighted the child's enrolment

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On enrolment and effective the first day of attendance, the child's name will be entered onto the daily attendance record. A copy of the child's details will be faxed to the bookkeeper ideally prior to commencement so that their details can be entered onto the computer program that generates billing, invoices and attendance sheets.

ENROLMENT

An enrolment form is to be completed by the parent for each child prior to their first day to secure their care. The form comprises several parts, two on child details, one on medical details and one on collection and delivery. The two parts on child details can be provided to the qualified worker working with that child. The balance of the information should remain confidential.

ENROLMENT ORIENTATION CHECKLIST

- Enrolment forms completed.
- Policies discussed ie.fees in advance, routines, discipline.
- Advance fee payment explained.
- Parent guide provided and discussed.
- Indemnity form signed.
- Signing in/out process.
- Clothing and toys brought to Centre discussed.
- Introduced to child's carers.
- Shown around the Centre.
- Procedure for medications discussed.
- Immunisation certificate sighted and photocopied.
- Asthma Emergency Plan of Action completed (if applicable).

EXCLUSION AND INDEMNITY

CONCERNING

.....
(Name of child/children)

In consideration of Woden Early Childhood Centre accepting the above named child/children into its Long Day Care Program ("Day Care") I/We the undersigned hereby acknowledge that:

- (a) I/WE AGREE not to make any claim of any nature or description against Woden Early Childhood Centre or any executive, officers, employees, agents, volunteers or other person (hereinafter called "its assistants") assisting, superintending or otherwise helping in connection with the conduct of the said Child Care and the supervision of the children whilst at the said Day Care and whilst travelling to and from the said Child Care for anything done or omitted to be done in relation to the said child/children except where such act or omission would constitute negligence on the part of Woden Early Childhood Centre or its assistants:
- (b) I/WE AGREE to indemnify and keep indemnified Woden Early Childhood Centre and its assistants against any action, suit, claim or demand by any person if such action, suit, claim or demand arises or is made in any way out of the conduct of the said child/children while at the said Day Care or while travelling to or from the said Child Care;
- (c) I/WE AGREE to Woden Early Childhood Centre or its assistants arranging for provision of medical treatment for the said child/children including administration of medication or anaesthetics or prescribed medications as considered necessary in cases of emergency or where I/we, or other nominated persons, cannot be readily contacted;
- (d) I/WE AGREE to Woden Early Childhood Centre or its assistants administering the appropriate dosage per age/body weight of Panadol Elixir in the event of my child's/children's body temperature rising above 37.5°C.

.....
(Signature)

.....
(Signature)

.....
(Relationship to Child)

.....
(Relationship to Child)

Date:/...../.....

Date:/...../.....

ENROLMENT CHECKLIST

Name of Child(ren)

Enrolment Kit

	NO	YES
• Enrolment Form	<input type="checkbox"/>	<input type="checkbox"/>
• Asthma Action Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Family Handbook	<input type="checkbox"/>	<input type="checkbox"/>
• Childcare Benefit information	<input type="checkbox"/>	<input type="checkbox"/>

Examination of Form

Has the parent:

Provided FULL details re emergency contacts?	<input type="checkbox"/>	<input type="checkbox"/>
Provided FULL details re persons authorised to collect children? (It may be necessary to enquire re: access, custody orders etc)	<input type="checkbox"/>	<input type="checkbox"/>
Provided a full record of immunisations? (Has purpose been explained)	<input type="checkbox"/>	<input type="checkbox"/>
Provided FULL details of any dietary information recorded including cultural? (Record these details at front of form or on a separate attachment as necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Explained details of toilet training? Record details on front of form as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Been provided with an explanation of how a team approach (i.e. Staff/family is used to ensure consistency for the child).	<input type="checkbox"/>	<input type="checkbox"/>
Been provided with an explanation of the sleeping routine and appropriateness of "security items" to accompany children (not to be used for play during the day)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		
Signed the indemnity and had its purpose explained?	<input type="checkbox"/>	<input type="checkbox"/>

Have you covered:

• The centre's policy and procedures re: Custody and Collection?	<input type="checkbox"/>	<input type="checkbox"/>
• The fees in advance system as per Parent Guide?	<input type="checkbox"/>	<input type="checkbox"/>
• Full fee due for part week care?	<input type="checkbox"/>	<input type="checkbox"/>
• Late Fee? (see Family handbook and Policy)	<input type="checkbox"/>	<input type="checkbox"/>
• Recording occasional absence system?	<input type="checkbox"/>	<input type="checkbox"/>
• Christmas Closedown		<input type="checkbox"/>
<input type="checkbox"/>		

Orientation to also cover

• Child Care Philosophy	<input type="checkbox"/>	<input type="checkbox"/>
• Positive Behaviour Guidance	<input type="checkbox"/>	<input type="checkbox"/>
• Sun protection policy	<input type="checkbox"/>	<input type="checkbox"/>
• Spare clothing needs labelling, appropriate clothing	<input type="checkbox"/>	<input type="checkbox"/>
• Cultural needs eg clothing, religion, food - any aspect	<input type="checkbox"/>	<input type="checkbox"/>
• Encouraging parent to come along and stay with child prior to first day of care. (Explain separation anxiety).	<input type="checkbox"/>	<input type="checkbox"/>
• Assessment of children with feedback to parents on minimum six monthly basis, this could be verbally, written or via portfolios	<input type="checkbox"/>	<input type="checkbox"/>

- Accreditation

- Policy On - Child Protection
- Policy On - Food and Nutrition
- Policy On - Safety and Security
- Policy On - Hygiene & Sanitation
- Policy On - Behaviour Guidance
- Policy On - Health, Illness & Exclusion
- Policy On - Children's Excursions
- Policy On - Sun Protection

Discuss and invite parent/guardian's comment

- Sign-in Book
- Medication Book and where medicine is kept
Communication Book
- Show parent copy of emergency plans and procedures
- Newsletter
- Excursions
- Holidays
- Tour of Centre, where child/ren belongings kept
- Introduction to all staff

Administration

- Give enrolment form to room leader , highlighting special information
- Prepare folder with child's name and start date
- After staff have seen enrolment form, file in folder.
- Ensure immunisation record obtained
- Add family to system and fax paperwork to bookkeeper
- Add child to daily listing or enrol child/ren in computer
- Add record of immunisation to system

Woden Early Childhood Centre ENROLMENT FORM

CHILD'S DETAILS

Child's Surname: _____ First Name: _____

Nicknames: _____ Date of Birth: _____ Sex _____

Principle Language: _____ Second Language: _____

Religious Beliefs/Practices: _____

Cultural Background: _____ No of Siblings in Care: _____

AUTHORISED CUSTODIANS

Parent One's Details

Parent Two's Details

Name: _____ Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Nationality: _____ Nationality: _____

Occupation: _____ Occupation: _____

- For parents who are separated or divorced, please state if there is a custody order in place and provide a copy of the legal document for attachment:

TWO EMERGENCY CONTACTS

Name: _____ Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Work/ mobile Phone: _____ Work/ mobile Phone: _____

Relationship to Child: _____ Relationship to Child: _____

MEDICAL DETAILS

Child's Surname: _____ First Name: _____

Doctor: _____ Doctor's Phone: _____

Doctor's Address:

Allergies: _____

Immunisation Details to be provided:

Any Known Medical Conditions

Authorisation to Administer First Aid: _____ Signature: _____

NAMES OF PEOPLE AUTHORISED TO DELIVER AND PICK UP

Deliver: _____ Pick Up: _____

DIET/FEEDING INFORMATION

Bottle: _____ Cup: _____ Feed Self: _____ Spoon Fed: _____

Type of Diet –
Vegetarian _____ Mashed _____ Puree: _____ Other: _____

Food not tolerated or not appropriate

Special Routine for
Meals: _____

TOILET INFORMATION

In
Nappies: _____ Being Trained: _____ Trained: _____

SLEEPING INFORMATION

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Cot/Mattress: _____ Comforter/Dummy/Bottle: _____

Times: _____ How Long: _____

How
Sleeps: _____

GENERAL INFORMATION

Any Security
Toys/Objects: _____

Fears:

Special words that have meaning for the child:

Any other important
information: _____

ENROLMENT DETAILS

Type of
Care: _____

—

MON	TUE	WED	THU	FRI	TOTAL
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<u>OFFICE USE ONLY</u>	
Interviewed by: _____	
Enrolled ____ / ____ / ____ Signed: _____	
Finished Care ____ / ____ / ____ Signed: _____	