

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Enrolment & Orientation Policy

<b>Related documentation</b> <b>Policy/policies:</b>	Authorisations and refusals Delivery of children to/collection of children/parental access Payment of fees
<b>Regulation/s/ Standards:</b>	Regulations 157 (3) (4), 159,160,161,162,183
<b>Other procedures:</b>	Placement
<b>References:</b>	
<b>Date effective</b>	May 2017
<b>Date for review</b>	May 2019
<b>Purpose</b>	To ensure the smooth enrolment of families
<b>Responsibility</b>	Staff, Educators

#### Key information:

To assist and support families with the enrolment process by providing a friendly and informative service

#### Procedure/s:

##### Responsibility of Family Day Care Office/Staff to Prospective Families:

- Provide Educator's contact details that would best suit the family's child care needs
- Provide **Enrolment Package - Part 1** (Steps to Enrolling and Parent Information Booklet)
- Provide **Enrolment Package - Part 2** (Enrolment Form, Child Personal Profile, Conditions of Contract, Enrolment Fee, Survey and assorted child care related information) to families after they have met and chosen an Educator
- Inform families that they **MUST** provide an up to date Immunisation History Statement (available from Medicare/Centrelink) to the service prior to commencement of care and subsequently when immunisation is updated
- Inform families they need to provide a Health Management Plan if their child/ren suffers from Asthma, Epilepsy, Anaphylaxis or Diabetes
- Ensure that a child's personal profile form is updated if that child is diagnosed with any health issues or custody arrangements change
- Inform families to contact the Family Assistance Office and notify them that their child/ren will be using Family Day Care and apply for any rebates
- Ensure that all forms are completed correctly and entered into Harmony at least **one working day** before care is to commence.
- **Responsibilities of Educators:**

- Before commencing care:
  - arrange a meeting with families to introduce their service, show the care environment and discuss their daily routine
  - provide families with a copy of their fee schedule and discuss the program
  - \* Explain any requirements - ie What children will need to bring to care
    - Minimum hours/Late fees
    - What happens if a child is ill/Absences.
- **During Care:**
  - To provide a nurturing, caring environment that meets the guidelines of the Education and Care Services National Regulations and the National Quality Standard
  - To allow the child/ren to settle into their care environment. If a child isn't settling, ask parents for ideas or special items that may help settle the child into a routine more quickly
  - To respect each families background and culture
  - To discuss with families their expectations
- **Responsibility of Families:**
  - Contact Family Day Care to discuss your child care needs and request Educator details
  - Arrange a meeting with Educator/s
  - Contact Family Day Care to confirm your placement with your chosen Educator (or request another Educator's details)
  - Complete all enrolment paperwork and return to Family Day Care together with an up to date Immunisation History Statement at least **one working days** before care is to commence
  - Contact the Family Assistance Office and notify them that your child/ren will be using Family Day Care and apply for any rebates.
- **During Care:**
  - Provide sufficient healthy snacks and meals, bottles, milk, nappies and change of clothes daily
  - Payment of all fees is mandatory and payment is to be made every two weeks or as arranged with the Educator
  - Discuss your child/ren's ongoing needs, interests, likes and dislikes with the Educator so they can provide high quality individualised care.