

ARMIDALE & DISTRICT FAMILY DAY CARE

Enrolment and Orientation Policy

Related documentation Policy/policies:	<ul style="list-style-type: none">• Authorisations and Refusals• Dealing with Medical Conditions• Delivery/Collection of Children and Parental Access• Payment of fees
Regulation/s/ Standards:	<ul style="list-style-type: none">• Education and Care Regulations 157 (3) (4), 159, 160, 161, 162• NQS: Area 6.1, 6.1.1,6.1.3
Related procedures:	<ul style="list-style-type: none">• Confidentiality• Placement• Management of Records
References:	<ul style="list-style-type: none">• Child Care Provider Handbook 2018
Date effective	4 June 2019
Date for review	4 June 2021
Purpose	To manage the enrolment of children into AFDC in a manner that ensures successful and appropriate placements.
Responsibility	Directors, Management, Staff, Educators and Families.

Key information:

To assist and support families enrolling their children in AFDC by providing an enrolment and orientation process which is efficient and understandable.

Procedures:

Responsibilities of AFDC Coordination Unit:

- To provide families with the contact details of available Educators who are best able to meet the family's childcare needs;
- To provide families with an AFDC Enrolment Package;
- To inform families of the availability of Child Care Subsidy through to Centrelink and their MyGov Account;
- To ensure that a family has provided AFDC with an up to date Immunisation History prior to a child under the age of 7 years commencing care;

- To ensure that a Health Management Plan, prepared by a medical practitioner, is in place for a child who has been diagnosed with a serious medical condition;
- To ensure that family enrolment documentation is completed and entered into *Harmony* software prior to the child commencing care;
- To formally enroll the child into care, recording an Enrolment Notice, e.g. Compliant Written Agreement or Relevant Arrangement; for each child
- To maintain the confidentiality of all family records, ensuring that they are stored securely;
- To support Educators with information and resources to assist them to settle children into the care environments;
- To contact families six weeks after the commencement of care, where requested, to see how families and children are settling into care.

Responsibilities of AFDC Educators:

- To arrange a meeting with prospective families, showcasing their service and describing their daily routines and programmes;
- To provide families with a copy of their individual fee schedules and conditions of care;
- To discuss families' expectations, respecting their cultural and religious backgrounds;
- To refer all families to AFDC's Coordination Unit prior to accepting children into care;
- To enter into a Compliant Written agreement with the family;
- To support families and children by providing a nurturing care environment and collaborating with families to help children settle into their care routine.

Responsibilities of Families

- To contact AFDC to discuss their childcare needs and seek a referral to Educators;
- To meet and interview Educators, describing their care requirements and expectations;
- To notify AFDC of their choice of Educator;
- To notify other Educators interviewed of their choice;
- To make a claim, where applicable, for Childcare Subsidy through Centrelink;
- To complete AFDC's Enrolment documentation prior to commencing care;
- To provide AFDC with copies of their child/ren's Birth Certificate, Immunisation History and Health Management Plan (if applicable);
- To pay AFDC's Enrolment Fee prior to commencement of care;
- To confirm the child's enrolment with AFDC;
- To agree to AFDC's Compliant Written Agreement

- To acknowledge that payment of Educator surety fees and all child care fees are mandatory and should be paid weekly or as arranged between the family and Educator;
- To communicate with their Educator regarding child/ren's ongoing needs, interests, likes and dislikes so they are able to provide high quality personalized care.

Priority of Access

- The Commonwealth has no mandatory requirements of AFDC in filling its vacancies. It is however, expected that AFDC will give priority to:
 - a) Children at risk of serious abuse or neglect, and
 - b) A child of a sole parent who satisfies or of parents who both satisfy the activity test through paid employment.