

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Enrolment and Orientation Policy*

<b>Related documentation Policies:</b>	Authorisations and Refusals, Dealing with Medical Conditions, Delivery/Collection of Children and Parental Access, Payment of fees
<b>Regulations/ Standards:</b>	Education and Care Regulations 90, 93, 96, 102, 157, 159, 160, 161, 162, 177,181 National Quality Standards: Area 6.1, 6.1.1,6.1.3
<b>Related procedures:</b>	Confidentiality, Placement, Management of Records
<b>References:</b>	Australian Government Child Care Provider Handbook, 2020. ACECQA Research & Resources
<b>Date effective</b>	November 2023
<b>Date for review</b>	November 2025
<b>Purpose</b>	To ensure that our enrolment and orientation processes meet the unique needs of each child and family. This will support them during their transition to the service, help to develop collaborative partnerships, and promote a sense of belonging to the service community
<b>Responsibility</b>	Board of Directors, Management and Nominated Supervisor..

#### **Key information:**

- To assist and support families wishing to enrol their children into Armidale Out of School Hours Care in a manner which is fair, efficient and understandable.

#### **Responsibilities:**

#### Management will:

- Provide families an Enrolment package in which to record their family information, care requirements and commencement date; The Enrolment Package will include:
  - Family Handbook,
  - Enrolment Form,
  - Medical Conditions Policy,
  - Code of Conduct for families,
  - Positive Behaviour Management Policy,
  - Schedule of Fees, and
  - Tip Sheet for accessing Child Care subsidy.

Should care not be immediately available, the family's details will be added to the service's Waiting List.

Where families prefer to undertake a paper-based enrolment process, the above documentation will be provided in hard copy.

Upon receipt of a family's enrolment documentation, Management and the Nominated Supervisor will:

- Ensure that family enrolment documentation is uploaded or completed and entered into Harmony software prior to the child commencing care.
- Maintain the confidentiality of all family records, ensuring that they are uploaded into *Harmony* software and a paper copy provided to the Nominated Supervisor.
- Provide enrolled families with information about relevant issues in children's services.
- Discuss individual families' care requirements, showing respect for their cultural backgrounds and lifestyle choices.
- Provide a nurturing care environment and collaborate with families to assist children to settle into our service, and
- Deal with any issues or grievances which may arise between a family and any other partner in accordance with Armidale Out of School Hours Care Complaints Handling Policy.

It is the responsibility of Families enrolling in AFDC to:

- Provide Armidale Out of School Hours Care with accurate information about their childcare needs, complete an enrolment package, and sign their acknowledgement of the Code of Conduct and Positive Behaviour management Policy. Information required from parents and guardians in the Enrolment Form include:
  - Full name, date of birth and address of the child.
  - The name, address and contact details of: • each known parent of the child • any emergency contact • any authorised nominee • any person authorised to consent to medical treatment or administration of medication • any person authorised to give permission to the educator to take the child off the premises • any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child.
  - Details of any court orders, parenting orders or parenting plan.
  - Gender of the child.
  - Language used in the child's home. • Cultural background of the child and their parents.
  - Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs.
  - Authorisations for: • the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child • the service to take the child on regular outings • regular transportation of the child.
  - Name, address and telephone number of the child's registered medical practitioner or medical service.

- Medicare number (if available).
- Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis.
- Dietary restrictions.
- Immunisation status.
- Provide AFDC with copies of any Court Orders, Apprehended Violence Orders or Parenting Plans that may be in place from time to time.
- Provide a Medical Management Plan, where applicable.
- Pay the Company's Enrolment Fee upon invoice.
- Lodge a claim through Centrelink, where applicable, for Childcare Subsidy and complete the Activity Test:
- Confirm the child's enrolment with Armidale OSHC through *Harmony* software.
- Sign Armidale OSHC's Code of Conduct, Parent Acknowledgement and Positive Behaviour Management Policy prior to commencing care., and h
- Communicate with Management regarding changes to family details, child/ren's health and ongoing needs.

#### Priority of Access

The Commonwealth no longer has 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.