

ARMIDALE FAMILY DAY CARE

Enrolment and Orientation Policy

Related documentation / Policies:	Authorisations and Refusals, Dealing with Medical Conditions, Dealing with Infectious Diseases, Delivery/Collection of Children and Parental Access, Excursions, Payment of Fees and Provision of Statements.
Regulations/ Standards:	Education and Care Regulations 85, 86, 88, 90 – 92, 99, 102, 157, 160 -162, , 90, 93, 96, 102, 157, 159, 160 - 162, 168 – 172, 177 – 183.
Related procedures:	Confidentiality, Placement, Management of Records.
References:	ACECQA, Child Care Provider Handbook, Nov. 2024.
Date effective	February 2025
Date for review	February 2028
Purpose	To ensure that our enrolment and orientation processes meet the unique needs of children and families.
Responsibility	Board of Directors, Management, Nominated Supervisors, Educators and families.

Key information:

Armidale Family Day Care (AFDC) will use our best endeavours to support families in their transition into our service and to promote a sense of belonging within the AFDC community.

We aim to build respectful and collaborative relationships as a basis for the delivery of quality outcomes for children and we view enrolment and orientation as an opportunity to gain information about children's strengths, abilities, culture and interests.

AFDC is committed to good governance and quality management and our systems and practices ensure our record keeping meets regulatory requirements, including in relation to confidentiality and storage.

Responsibilities:

Approved Provider:

- To ensure that an enrolment record is kept for each child which contains all information set out in Regulation 160, as well as authorisations from families relating to medical treatment, regular outings, health information and transportation.
- To keep prescribed enrolments as set out in Regulation 177, including a medication record and children's attendance record.

- To keep records confidential, and stored safely and securely for the relevant period listed in Regulation 183.
- To take reasonable steps to ensure that Nominated Supervisors and educators follow the *Enrolment and Orientation Policy* and its procedures.
- To ensure that copies of this Policy are readily available to Nominated Supervisors, Coordinators, Educators and families and are available for inspection.
- To notify families at least 14 days in advance before changing this Policy if the changes will:
 - Affect the fees charged or the way they are collected,
 - Significantly impact the service's education and care for children or
 - Significantly impact the family's ability to utilise the service.

Nominated Supervisor:

- To ensure that regulatory obligations are met in relation to enrolment and orientation.
- To implement procedures for enrolment and orientation.
- To ensure that an enrolment record is kept for each child which contains all the prescribed information.
- To support families' involvement in the service and encourage their contribution to decisions regarding the enrolment and orientation of their child at the service.
- To ensure families are aware of relevant policies and procedures at the time of enrolment, such as:
 - Acceptance and Refusal of Authorisations,
 - Dealing with Medical Conditions in Children,
 - Delivery of children to, and collection from, the education and care service.
 - Code of Conduct for Families
- To promote quality practice approaches to enrolment and orientation.
- To keep records confidential.

Educators:

- To ensure that an enrolment record is kept for each child which contains all the information set out in Regulation 160, as well as authorisations from families relating to medical treatment, regular outings, health information and transportation.
- To keep prescribed information

It is the responsibility of Families enrolling in AFDC to:

- Provide AFDC with accurate information about their childcare needs, complete an enrolment package, either online through *Harmony*, or by submitting a paper-based Enrolment package;
- Meet and interview Educators to whom they are referred;
- Notify AFDC of their choice of Educator,
- Where applicable, to notify other Educators interviewed of their choices;

- Complete AFDC's Enrolment process prior to commencing care, signing their acknowledgement to comply with AFDC's Conditions of Care;
- Read and sign AFDC's Code of Conduct for Families
- Provide AFDC with copies of their child/ren's Birth Certificate, Immunisation History and Health Management Plan (if applicable) prior to the commencement of care;
- Provide AFDC with copies of any Court Orders, Apprehended Violence Orders or Parenting Plans that may be in place from time to time;
- Pay AFDC's Enrolment Fee prior to commencement of care;
- Lodge a claim through Centrelink, where applicable, for Childcare Subsidy and complete the Activity Test:
- Confirm the child's enrolment with AFDC through *Harmony* software;
- Sign their Educator's Fee Schedule, acknowledge that payment of Educator surety fees and all childcare fees are mandatory and should be paid weekly or as arranged between the family and Educator, and
- Communicate with AFDC and their Educator regarding changes to family details, child/ren's health and ongoing needs.

It is the responsibility of AFDC Educators to:

- Arrange a meeting with prospective families, showcasing their service and describing their daily routines and programmes;
- Provide families with a copy of their individual fee schedules and conditions of care, ensuring that families choosing to use their service signs the Fee Schedule prior to the commencement of care;
- Discuss families' individual care requirements and expectations, showing respect for their cultural and backgrounds and lifestyle choices;
- Refer all families to AFDC's Coordination Unit prior to accepting children into care, and
- Support families and children by providing a nurturing care environment and collaborating with families to help children settle into their care routine.

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.